TimeKron

User Manual

by software techniques.

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www.SoftwareTech.com

Diamond Edition Software
Installation Guide

Installing Diamond Edition Software

1. Download the installation files.

2. Unzip the files at the computer on which you wish to install.

3. Run startup.exe – you can accept all the defaults (if you change the default destination folder, take note of it).

4. Once the installation is complete, you will need to run the Database Administrator tool to connect to an existing database or create your initial database. While a shortcut will be available on the desktop, you will access the DBAdmin tool via the:
Start Menu | All Programs | Diamond Edition | Tools | Database Administrator.

5. At the login window, click on the Configure button. If your company already has a database, you will point the program to that location (for instance N:\Data where "N" is a mapped network drive, and Data is a shared folder on the network). You will point to the folder just above the ODBC folder as the Common Directory. [You may need to consult with your company IT Dept for the Common Directory path, or you may be able to obtain it from the login screen of a computer already successfully running Diamond Edition Software.]

6. If you are running this program for the first time in your company, you can point to the location of your choosing for the Common Directory (on the network if you plan to share the database within your company, or locally on the computer's hard drive if this is to be a stand-alone program & database). If this is the case, you will select next until you reach a list of missing tables at which point you will click on the checkbox next to "Fix All" (you will do this at two points during the DBAdmin process). When you click finish, you will have an empty database into which you can begin entering company and employee information. You may need to enter an Activation Code to confirm your license.

7. If you have pointed DBAdmin to an existing database, you will select Next throughout the balance of the DBAdmin process. If you receive any errors or are warned of database incompatibility, then you may not be pointing to the proper Common Directory location, or your database is of a different vesion than the program you have installed. You will need to call us for further instructions if that occurs.

8. Upon completion of DBAdmin, you will be returned to the login screen. You may hit Cancel to close this login window since you will still be in DBAdmin mode and will not need to launch that now that you have configured the program.

9. Launch the program from the shortcut on the desktop. Log in with the User Name and Password provided to you by whomever administers the program for your company. (New/blank database users can log in with Admin and no password to begin setting up the system.)

Continued on Next Page

Solutions to Common Problems During Installation or Launch

If you encounter an error trying to run the program (such as "Invalid Resource File" or "Cannot Update Cursor"), the following adjustments to User Access Control and/or Folder Permissions will need to be made: [Please note that a network administrator or other IT person may need to participate in order to allow these changes or to fine-tune them to comply with your company's security guidelines.]

Diamond requires that User Access Control (UAC) in Windows be set to "Never Notify" – this is done via Control Panel | User Accounts | Change User Account Control Settings. Drag the slider all the way down to the bottom, select OK, and then reboot the computer.

All users of the Diamond program on any particular computer will need Full Control at the application directory which would be C:\Program Files (x86)\SoftwareTech unless you changed the destination folder during the installation. To set permissions, right-click on the SoftwareTech folder, select Properties, click on the Security tab – All Users should be given Full Control.

If you encounter an error during login (such as Invalid ODBC Connection or Invalid Path), then you may not have sufficient Network Privileges to access the shared database, or you may not have the correct path to the Common Directory specified. Your company's Network or System Admin should be able to resolve this for you.

If you encounter an error referencing missing dll files, Resource File Version Mismatch or Visual FoxPro Support Library, then you likely need to download the following and unzip it into your local Windows\SysWOW64 directory and/or where your Diamond Edition Software exe file is located: http://www.stisupport.net/support/VFPDLL.zip

Remote Support is Available

We provide remote support via GoToAssist which allows us to connect to a computer at your location using an Internet connection. Remote support sessions can be scheduled by calling the office at (540) 721-1000. The computer to which we will connect must not only have Internet access, but also access to any shared network resources required (i.e. when the Common Directory is stored on a network server) as well as rights to allow the running of remote connection software. What follows are directions for initiating a Remote Support Session with us.

Continued on Next Page

Remote Support Continued

Please click on the following link to log in for remote assistance:

http://www.gotoassist.com/ph/softwaretech

The page displayed will look like this and you will need to fill in all three text boxes or you will generate an error. Please be sure we can identify you and your company by the names you choose.

Live Remote Assistance

Do you need a quick solution to a technical problem? With our live remote-assistance tool, a member of our support team can view your desktop and share control of your mouse and keyboard to get you on your way to a solution.

How to Get Support

You will find the answers to security questions and system configuration requirements on our FAQ page. You can also view a demonstration of a screen-sharing session.

How It Works

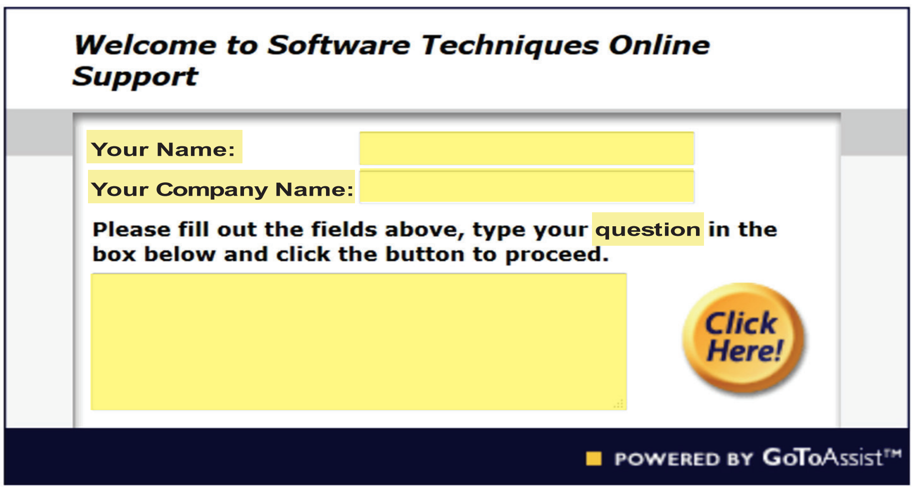
Step 1: Simply type your question or the nature of your problem in the box. Then click the button to proceed.

Step 2: You are prompted to download a small virus-free plug-in which will connect you to a member of our support team.

Step 3: Your support representative will chat with you online to obtain the details of the problem.

Step 4: With your permission, your support representative can view your screen and share control of your mouse and keyboard.

Step 5: You are in full control of your computer at all times. You always have overriding control of your mouse and keyboard, and you can end the screen-sharing session at any time.



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Chapter 1 – Introduction

This Manual Covers

- Installing TimeKron and importing information from other database programs
- Setting and maintaining timekeeping policy
- Maintaining individual, department project and job records
- Basic operation - recording punches, time sheets and notes
- Producing reports
- Utilities
- Trouble shooting

Installation and Setup

For system requirements and installation instructions see *Chapter 2 – Installation and Setup*.

Background Information

To set up departments, project, and jobs, see *Chapter 3 – Getting Started*. To customize employee policies which cover areas such as overtime, punch rounding and other punch options, see *Chapter 11 – Employee Policies*.

Basic Operation

To learn how to perform the most frequently used TimeKron functions, *Chapters 4-10* demonstrate how to keep routine timekeeping records for each employee. *Chapters 12-14* cover additional tools which can help track timekeeping.

Reports

To see samples of the reports TimeKron can generate, see *Chapter 16 – Reports.*

Utilities

To review TimeKron Utilities, see *Chapter 17 - Utilities*

Trouble Shooting

For fast help with common problems, see *Chapter 18 – Trouble Shooting*.

A Windows® Program

TimeKron runs under the Microsoft Windows® Operating System. This manual assumes that you know how to perform routine mouse and keyboard operations in this environment.

Conventions Used in this Manual

In this manual, we put [square brackets] around keyboard keys you must press, such as function keys [F1], the [Tab] key, the [Enter] or [Return] keys. Prompts (messages and labels TimeKron displays on screen) are shown with this typeface. Information you enter into data fields is shown with *this typeface*.

Chapter 2 – Installation and Setup

This chapter familiarizes you with the minimum and recommended system requirements necessary to run TimeKron.

The Installation Procedure is covered in detail. It leads you through the basic install steps and then follows with advanced setup procedures. If you have questions concerning the installation or setup, do not hesitate to call Software Techniques' Customer Support.

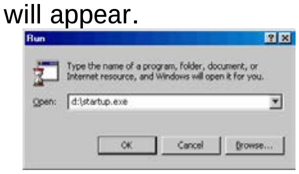
System Requirements

With your purchase of Timekron Diamond or Timekron SQL, your license defines a maximum number of employees. Minimum system requirements are fine if you have 100 or fewer employees. As the number of users grows, processing speed slows and you may wish to increase processor speed and/or memory size to recommended levels.

Resource	Minimum	Recommended
Hard Drive (local and network)	500 Megabytes (MB)	2 Gigabytes (GB)
RAM	1 GB	2 GB or higher
Processor	Pentium	Pentium
Processor Speed	1.2 GHz	1.8GHz
Operating System	Windows XP	Windows XP / 7
Database Server (SQL version only)	MS SQL Server 2005	MS SQL Server 2008 R2

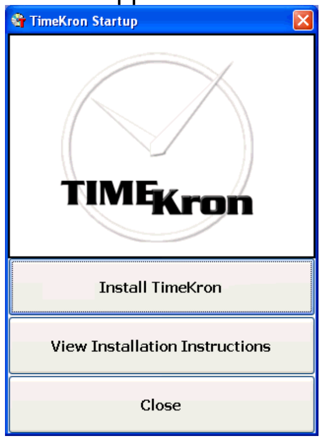
Installation Procedure

1. Make sure that your system meets or exceeds the minimum TimeKron **System Requirements**.
2. Insert the TimeKron CD into the CD-ROM drive.
3. If your system has the **Auto Run** feature set on, skip to Step 6. Otherwise, click the Microsoft Windows®  Icon.
4. Click **Run** and the following screen will appear.



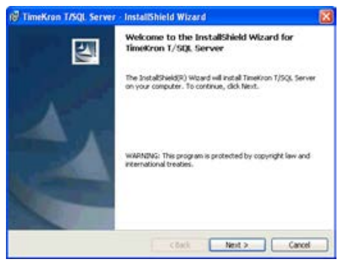
Run Startup

5. In the **Run** dialog **Command Line** box, type **d:\startup.exe** and click **OK**. If your CD-ROM has a different letter than “d”, substitute that letter for “d”. For example, **e:\startup.exe**. The following screen will appear.

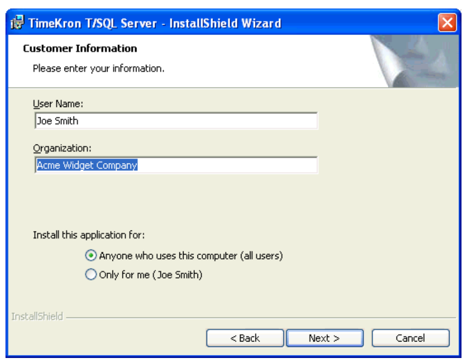


6. You may now install TimeKron. Click **Install TimeKron**.

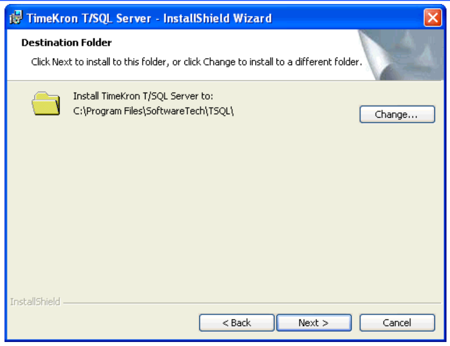
   The following screen will appear.



7. Click **Next** to continue. The following screen will appear.



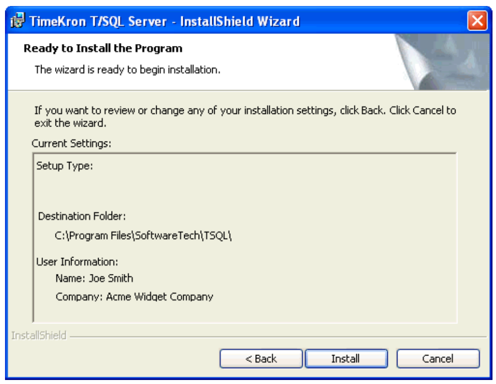
8. Enter Customer Information. Click **Next** to continue and the following screen will appear.



The above screen will allow you to change the destination folder. The **Destination Folder** is the folder where the TimeKron software will be installed. Installing to the default folder is recommended.

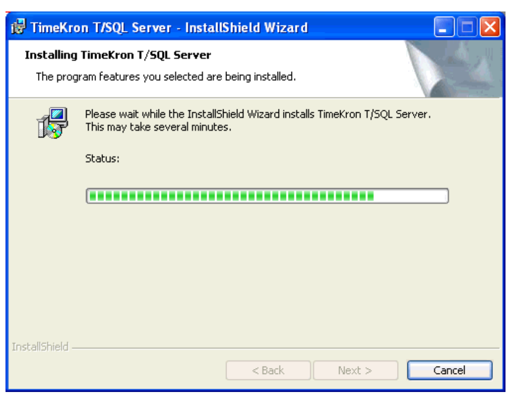
Note - The Destination Folder is where the software program is loaded. This will be different than your **Common Directory** (discussed later in the **Startup** section of this chapter). Also, the installation directory is not usually located on the same disk or computer where your main Data is located. The software works best when installed directly on the client, to take full advantage of the nature of C/S architecture.

9. After selecting an installation directory, click **Next** to continue the installation. The following screen will appear.



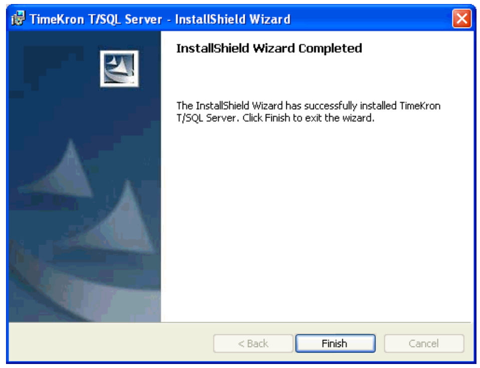
If you have made a mistake, you may go back and correct it at this time.

10. If you agree with the information stated, click **Install** to continue. The following screen will appear.

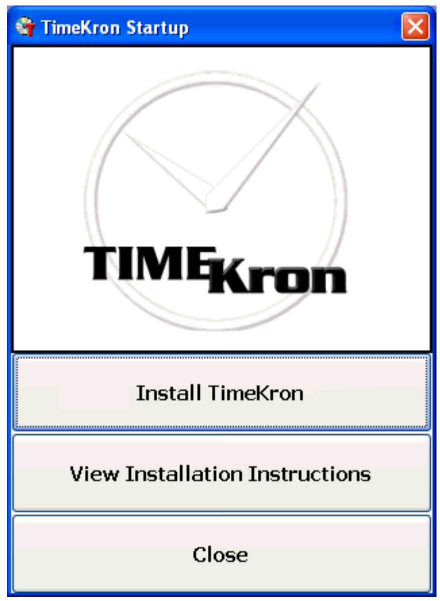


Install Shield will keep you abreast of its progress.

When the installation has been completed, the following screen will appear.



11. The installation is now complete. Click **Finish** and you will be returned to the following screen.



12. You are now ready to run TimeKron and setup your database connection.
13. Click **Close** to continue.

Note – If the Common Directory has already been configured, skip to License Activation.

Database Connection and Setup – SQL Version

Only use this section if you are using the TimeKron SQL Server Edition. If you are using TimeKron Diamond Edition, skip ahead to Database Connection and Setup – Diamond Version.

1. Before continuing you will need to make sure that you work with your DBA to create an empty SQL database. Make sure that the database is large enough to support all your data. Also make sure your DBA has given you a SQL account with the necessary security to create all the tables that TimeKron will create.

   Write down the SQL Server Name for reference _________________________________

   Write down the SQL Database Name for reference _______________________________

   Write down or memorize your SQL account User Name ___________________________

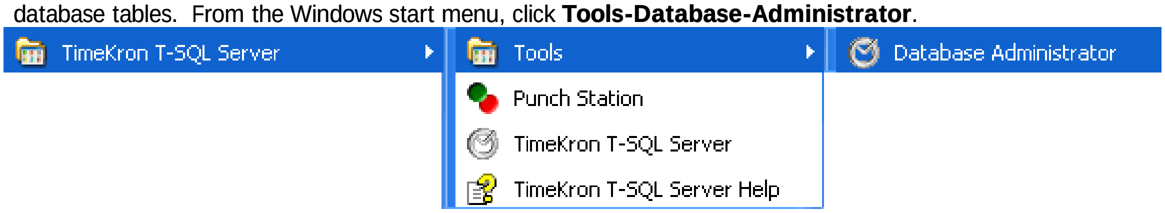
   Note – TimeKron requires an account with SQL authentication. This SQL account will be used by the application itself for accessing and updating the database and must have full administrative privileges.

   (Also memorize your SQL account password)

2. Next, work with your DBA to make sure you have a SQL connection from your client workstation. The next few steps will help you help you complete the connection process. It will be probably be best if your DBA assists you in the next few steps.

   Most SQL environments will require the SQL DBA to perform some of the database installation steps.

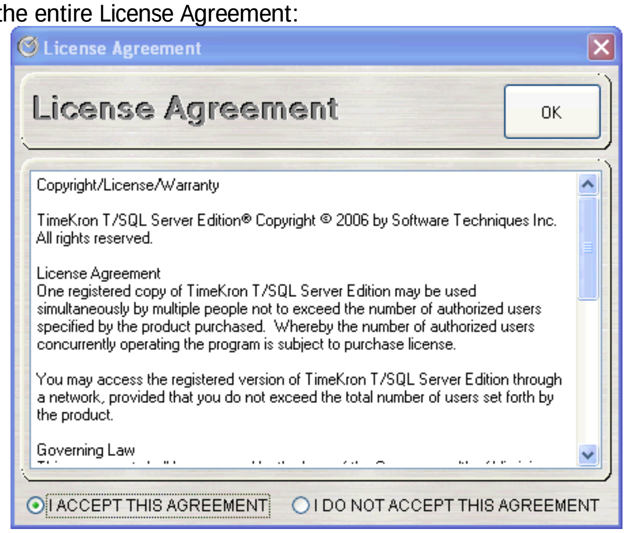
   Use the **Database Administrator** Tool for TimeKron to establish the SQL database connection and setup the database tables. From the Windows start menu, click **Tools-Database-Administrator**.



Selecting DB Admin mode from the Windows Start Menu

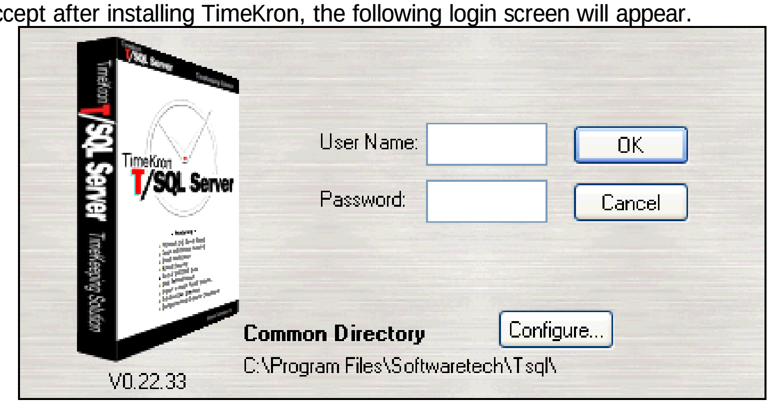
3. After starting TimeKron, you will be asked to review the license agreement.

   Be sure to read through the entire License Agreement:



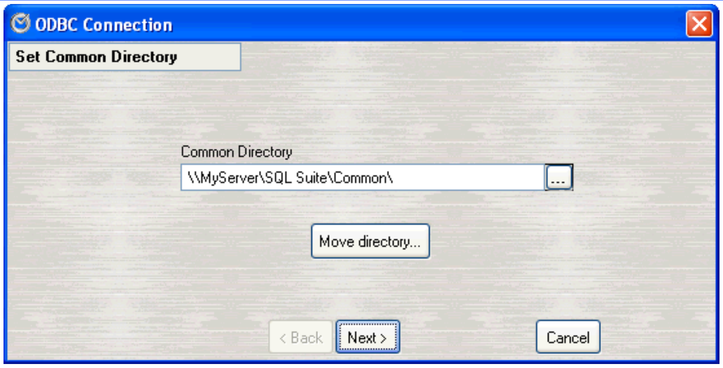
   If you agree with the terms of the license agreement, click I ACCEPT THIS AGREEMENT. If you do not agree, click I DO NOT ACCEPT THIS AGREEMENT. Click OK to continue.

4. If you clicked I Accept after installing TimeKron, the following login screen will appear.



   At this point you will be not be able to login. The first thing you will need to do is configure your Common Directory and setup your ODBC Connection. To do this click on **Configure**. If the button says "Change" instead of "**Configure"** then you are in the wrong place. You need to be running the DB Admin Tool first before running the main application.

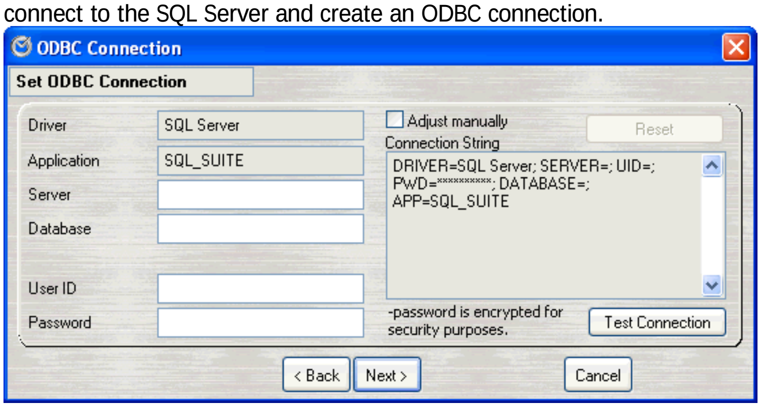
5. The first thing you will need to do is establish a common directory. Your data will be stored in a SQL database, however, TimeKron still needs a common area to store common files that can be accessed by all users. It is usually best to store this on a networked file server that is on the same network as your SQL database server.



Note to the Network Administrator - The common directory serves as a central gateway for the application. It contains graphical images, user defined absence icons, encrypted email configuration files, encrypted ODBC connection strings, and report templates as well as other common components shared by all users. It is important for consistency that all users who are accessing the same database share the same Common Directory.

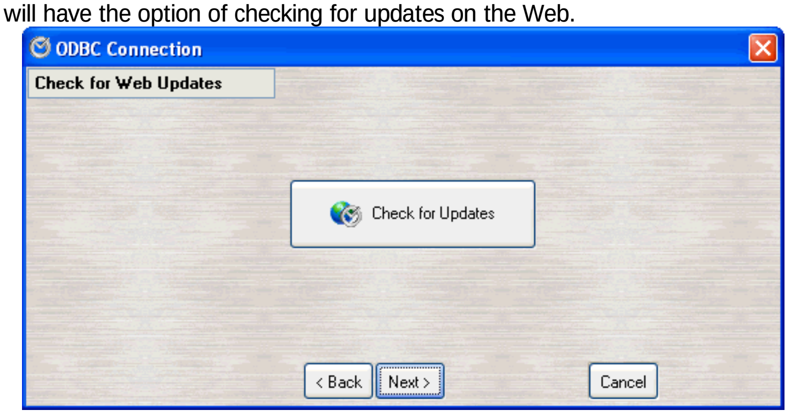
Select a common directory on a shared network drive or shared network resource, such as "\\MyServer\SQL Suite\Common\".

6. The next step is to connect to the SQL Server and create an ODBC connection.



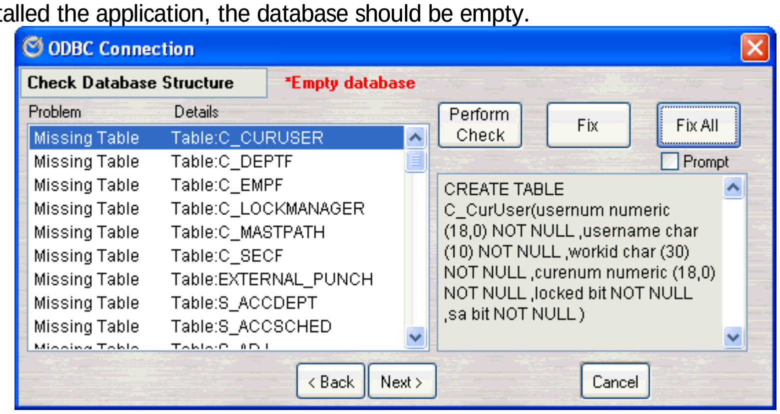
Enter the name of the SQL Server and the SQL Database that you recorded earlier. You will need to supply a SQL server account ID and password. If you are not sure contact your SQL DBA. You can test your connection by clicking on Test Connection. Once you have made a successful connection, click on **Next**.

7. At this point you will have the option of checking for updates on the Web.



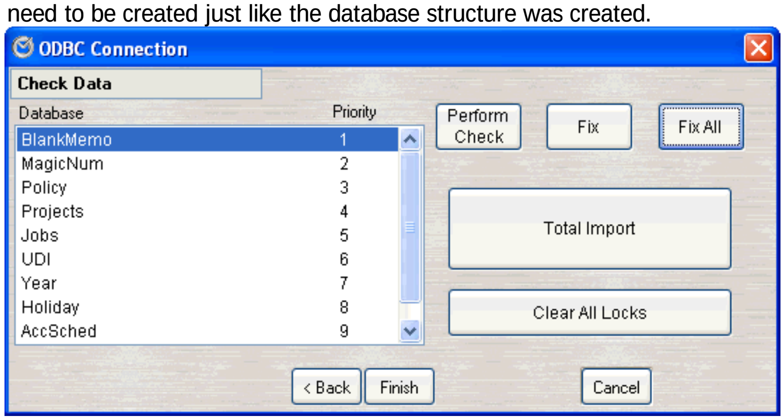
This step is not always necessary, but is probably a good idea. In some instances where there has been a change to the database structure, you may have to check for and download an update. If there are updates available, they will be downloaded to the common directory. Each workstation will update itself from the common directory. Click **Next** to move on to the next step.

8. After connecting to the SQL Database, TimeKron will automatically test the database for structural integrity. If you have just installed the application, the database should be empty.



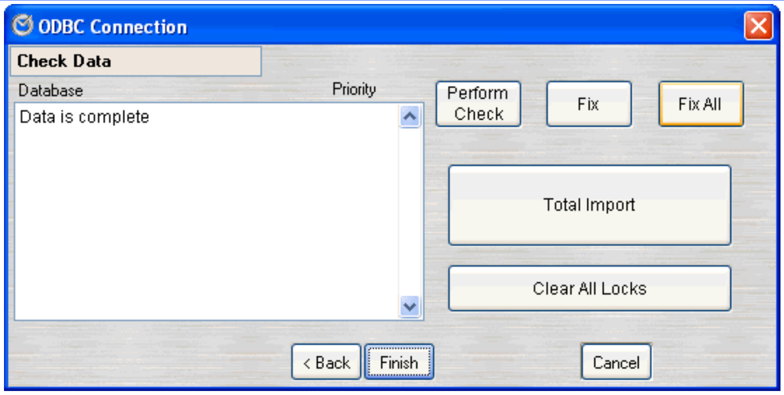
To create a new database or to repair an existing database with a broken database structure click on **Fix All**. TimeKron will automatically construct all the missing database components. Once you have a working database structure, click on **Next**.

9. The next step is to make sure that the data in the database is initialized for use. At this juncture the data should be empty and will need to be created just like the database structure was created.



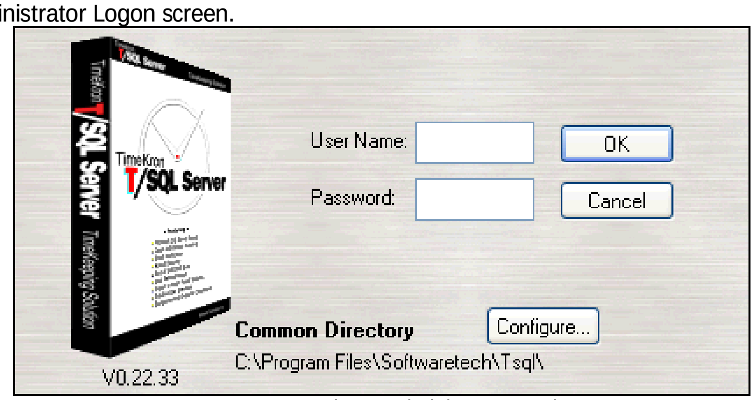
TimeKron can easily create an empty database for you. However, if you already have a non-SQL version of SoftTime Diamond or TimeKron you can do a Total Import. This is the best way to import data. It will preserve all of your settings without having to set everything up from the beginning.

If you would rather start from scratch with a blank database you can click on **Fix All**.



Database successfully created - DB Admin setup complete

Once the data is created the database administration setup is completed. Click on **Finish** and you can return to the Database Administrator Logon screen.



Return to Database Administrator Login

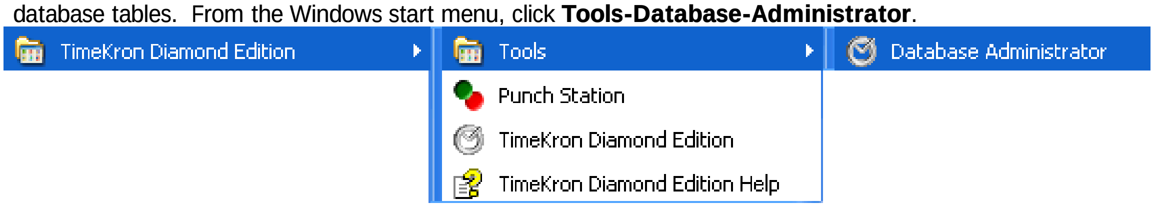
With everything completely setup you will now be able to access TimeKron from the icon on your desktop or from the Windows Start menu.

Database Connection and Setup – Diamond Version

Only use this section if you are using the TimeKron Diamond Edition. If you are using TimeKron SQL Server Edition, check out the previous section, Database Connection and Setup – SQL Version.

1. The next few steps will help you help you complete the connection process.

   Use the **Database Administrator** Tool for TimeKron to establish the database connection and setup the database tables. From the Windows start menu, click **Tools-Database-Administrator**.



Selecting DB Admin mode from the Windows Start Menu

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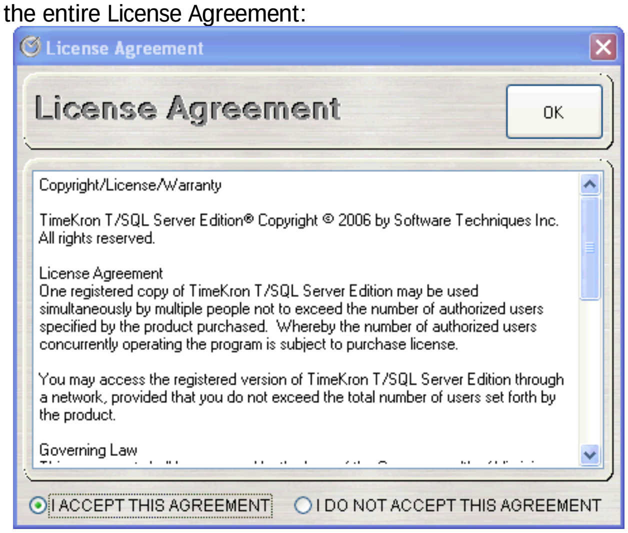
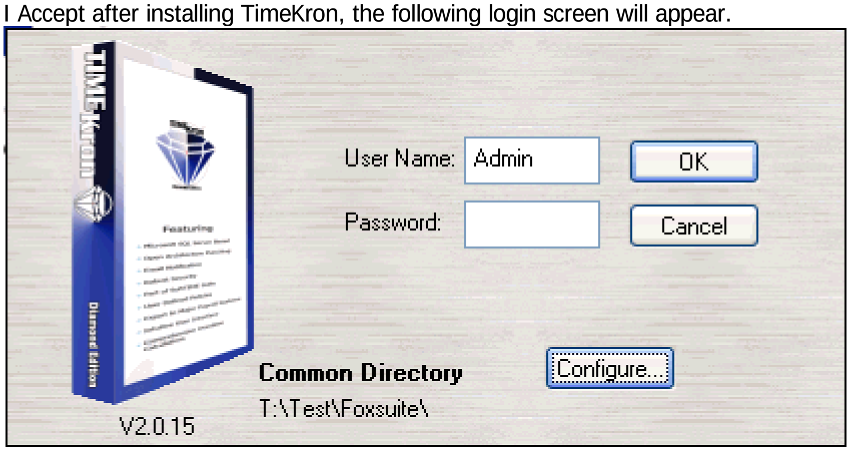


   If you agree with the terms of the license agreement, click 

. If you do not agree, click 

. Click OK to continue.

3. If you clicked I Accept after installing TimeKron, the following login screen will appear.



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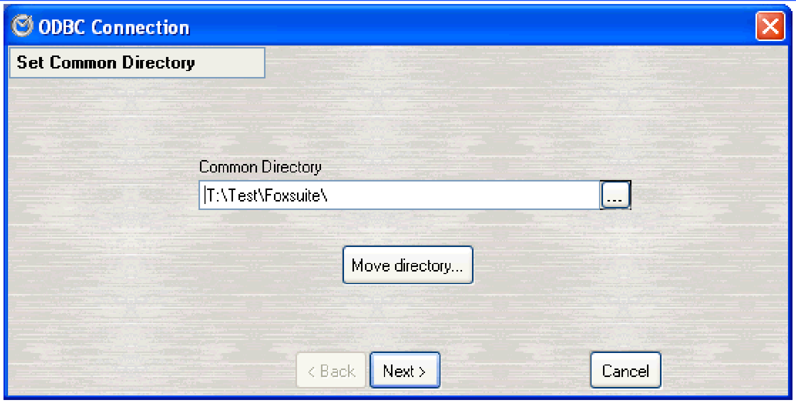
4. The first thing you will need to do is establish a common directory. TimeKron needs a common area to store common files that can be accessed by all users. This common directory will also be where your main database is stored. It is usually best to store this on a networked file server.



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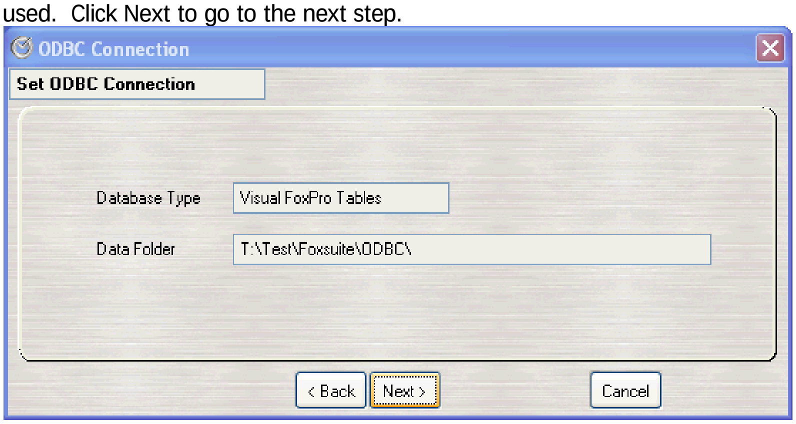
5. This step will show you where your database will be stored in relation to the common directory. It also shows the type of database used. Click Next to go to the next step.



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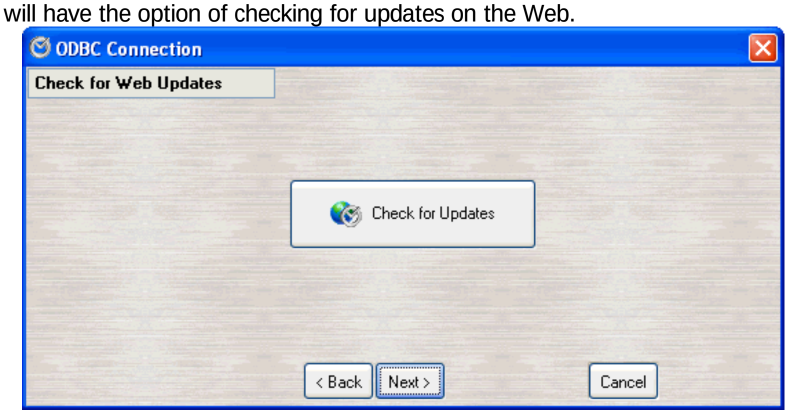

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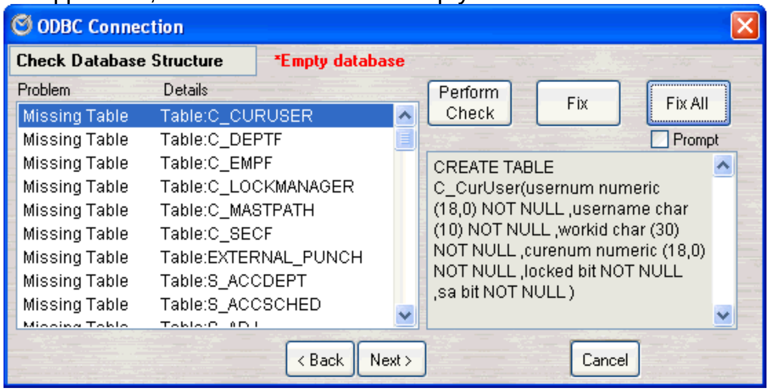

To create a new database or to repair an existing database with a broken database structure click on **Fix All**. TimeKron will automatically construct all the missing database components. Once you have a working database structure, click on **Next**.

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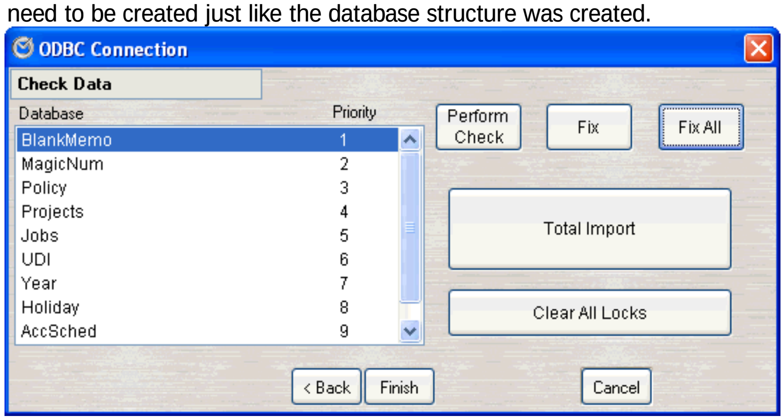

TimeKron can easily create an empty database for you. However, if you already have SoftTime Diamond or TimeKron you can do a Total Import. This is the best way to import data. It will preserve all of your settings without having to set everything up from the beginning.

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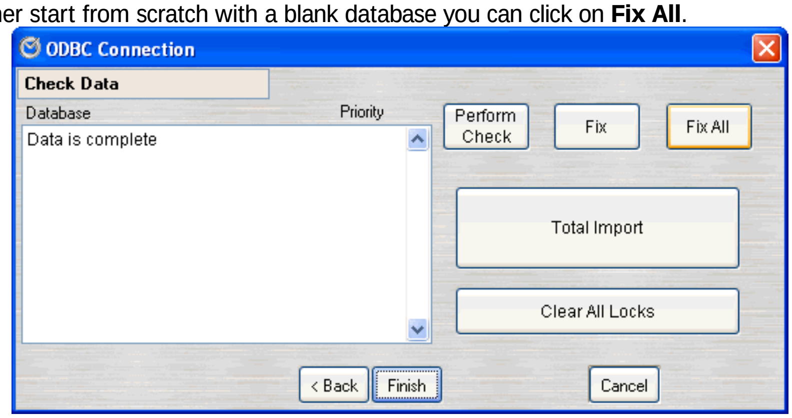
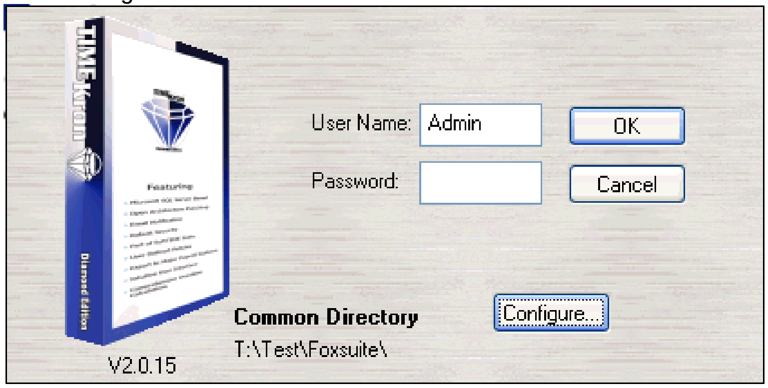


Database successfully created - DB Admin setup complete

Once the data is created the database administration setup is completed. Click on **Finish** and you can return to the Database Administrator Logon screen.

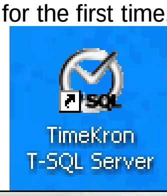


Return to Database Administrator Login

With everything completely setup you will now be able to access TimeKron from the icon on your desktop or from the Windows Start menu.

License Activation

1. Now you should be ready to run TimeKron for the first time.



First time application login

To enter TimeKron for the first time, login in as Admin with no password. Once you get in you can change your User Name and password. If you did a Total Import you will be able to use the User Names and Passwords that were imported.

2. Now you should be ready to activate your license.

Enter your activation code

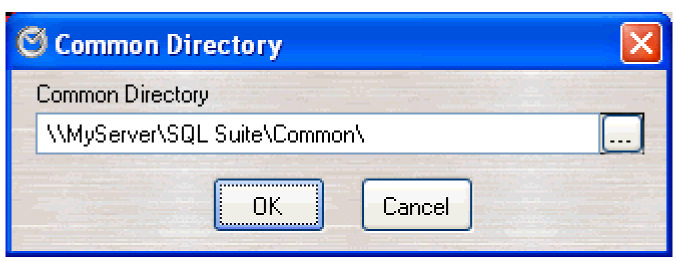
Your CD and CD case should contain an Activation Code. Simply enter the code and click on **OK** and you are ready to use TimeKron. Once activated, your database will be locked into a maximum number of employees. If your company exceeds that number of employees, you can contact your sales representative to purchase a license extension. You will then receive a new activation code, which can be entered through the Upgrade License Utility.

Congratulations! You are now ready to begin using TimeKron.

Setting up additional workstations

After the first workstation, each additional workstation is much easier to set up. To set up additional workstations, you can enter the program normally (not in DB Admin mode). Once in the program, you will get to a similar login screen:

The Configure button has been replaced by the Change button. In this case, click the Change button. The following screen will come up:



Just change the Common Directory field to what you set up in the step above. Once you click OK, the workstation will inherit all the settings from the common directory. Just click OK on the Login Screen and you'll be in!

Chapter 3 – Getting Started

Now that you have installed TimeKron, you will want to configure the software to your specifications. There are 7 areas that you should configure to setup your environment:

- Super Administrator Options
- Workstation Options
- E-mail Configuration
- Employee Policies
- Project List
- Job List
- Department Roster

Visit these sections in order for best results.

System Roles

In order to better understand which users have access to which options in TimeKron, it is helpful to cover the System Roles.

Employee

Employees generally have read-only access to their own information. They can view their own calendars and reports. In some instances, they may be granted additional privileges depending on their policy settings (see *Chapter 11 – Employee Policies*).

Administrator

The Administrator role is allowed to view and modify time records for a certain subset of employees. This can be for one or more departments. The Super Administrator sets their privileges.

The Administrator role does most of the data entry into the TimeKron system. They can access and modify all employees in their purview, but can not alter any global configuration settings.

Super Administrator

The Super Administrator has all privileges on the TimeKron system. They can do everything an Administrator can do as well as set global configuration parameters and assigning Administrator roles and privileges. The Super Administrator can also give users Super Administrator options.

Super Administrators have access to all employees, all the time. They also have access to all sections of the program. Super Administrators can log in as regular administrators if they want. If you log on as a Super Administrator, the database will be locked and you will be the only one allowed to use the database at that time.

Database Administrator

The Database Administrator is a special role that works outside of the TimeKron application. This person is responsible for making sure that your Database is functioning properly. This includes creating the database, making sure the database server is operating smoothly, making sure the TimeKron Database is secured and accessible by all those that need to access, and finally making sure it is backed up on a routine schedule.

Feature (see menu)	Employee	Admin*	SA (shared)	SA (users locked out)
Export		X	X	X
Import				X
Employee Policies				X
Projects				X
Jobs				X
Departments				X
Punch/Note Maintenance		X	X	X
Time Sheet Approval		X	X	X
In/Out Board	X	X	X	X
Punch Station	**	**	**	**
SA Options				X
Email Configuration			X	X
Upgrade License				X
Web Update				X
Email Notification		X	X	X
Employee Reports	X	X	X	X
All Other Reports		X	X	X

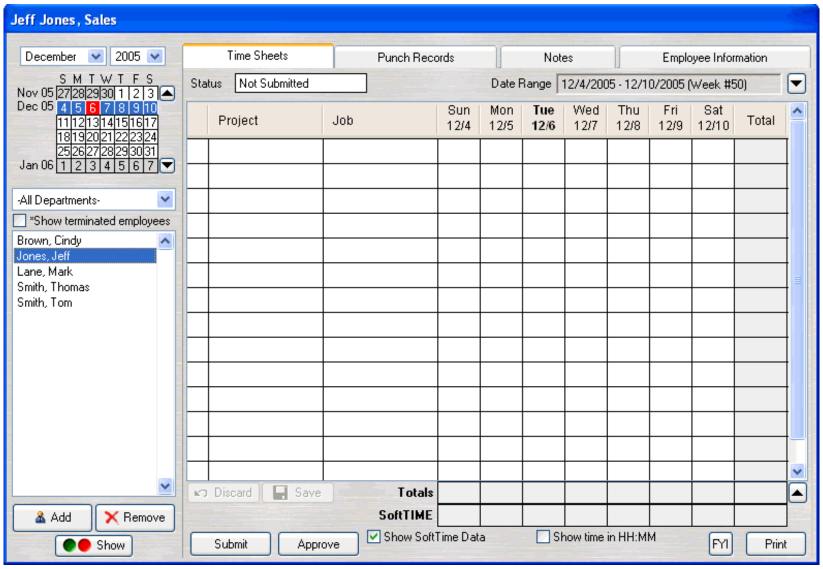
Security feature grid (X = access allowed)

* – Read-Only Admin access is identical to regular Admin access, with the exception that a Read-Only Administrator cannot change data.

** – All users can start and use the Punch Station. However, the Punch Station can only be initialized and set up by a Super Administrator. If the Punch Station has not been initialized, it cannot be used. For more information regarding the Punch Station, refer to *Chapter 14 – Punch Station*.

Getting Around

TimeKron is a standard Microsoft Windows® application. You should be familiar with concepts such as menus, clicking, double-clicking, drag & drop and therefore have no problem navigating.



The default screen of TimeKron shows a list of employees and a form with 4 tabs: Time Sheets, Punch Records, Notes, and Employee Information. Each of these tabs has their own section later in the document. There is also a Department drop-down list box so you can filter your list of employees by department.

TimeKron also depends on "menu navigation" to find some features. Explore the menus. Depending on your role in TimeKron, you will have access to some of the features. The others will be disabled.

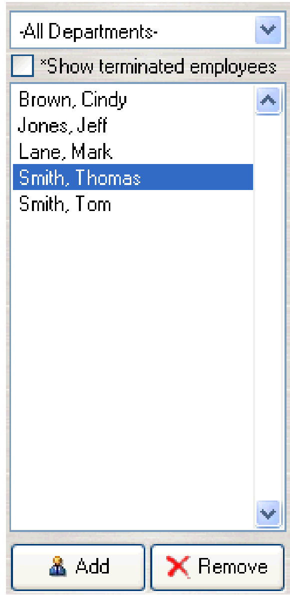
TimeKron operates by interfacing with the database. This is handled internally by the application as it communicates with the database Server. The database Server can maintain several databases. To make sure you are accessing the correct database you can always look at the application title bar. If you are using the SQL version, it should include the name of the database in square brackets (e. g. [TSQL]).

If the correct database does not appear in the title bar, exit the application and contact your Database Administrator.

Employee Selector

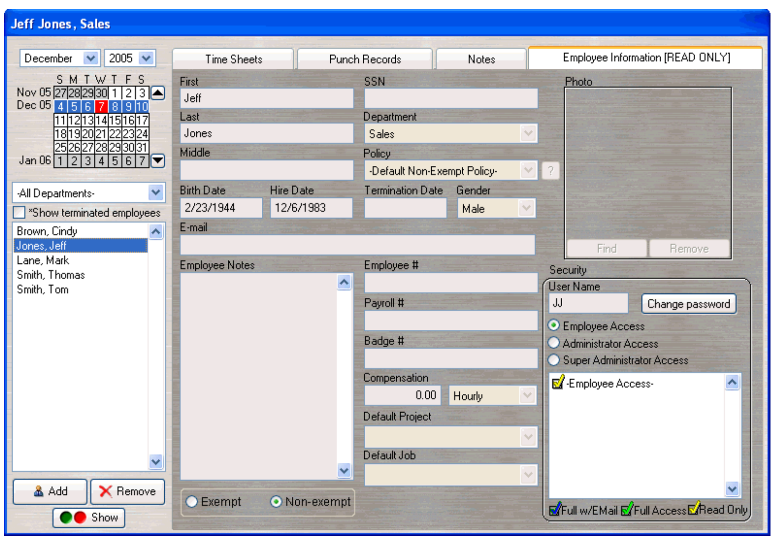
You can choose which employee to view by clicking their name in the list to the left. You can filter this list by changing the Department dropdown and the Show terminated employees checkbox. All information on the tabs to the right of this list will reflect data for the currently selected employee.

Administrators can also add and remove employees from the list. Employees can only view themselves. Their list will only have themselves in it.

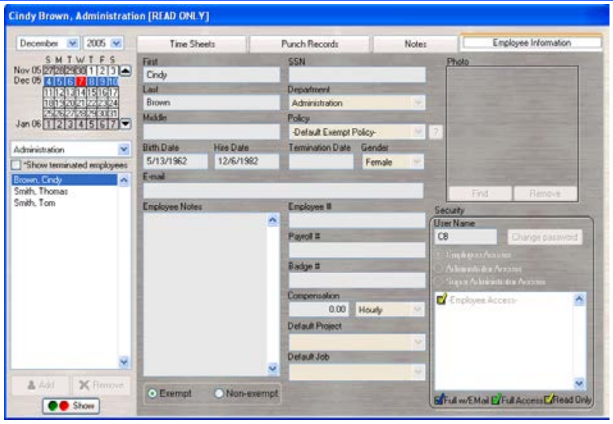


Read Only Access and Record Locks

The first user to access an employee will place a lock on that Employee Information. When the second user attempts to access the same employee at the same time he will only be able to access the Employee Information in Read-Only mode. This will prevent two users from changing the Employee Information at the same time. When Employee Information is accessed in Read-only mode the Employee Information page title will display "[READ ONLY]" and the page will be a darker shade of grey.

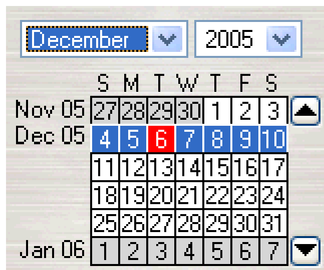


Security settings in the system can also create Read-Only mode. Employee access has Read-Only access to their own information by default. An administrator can also be set up to have Read-Only access to one or more departments. In these cases, employees will come up as Read-Only whether or not another user is on that employee. This Read-Only mode encompasses all aspects of that employee including time data entry and the screen title will display “READ-ONLY” next to the employee name and the screen will be a darker shade of grey.



Week Selector

The main form in TimeKron always has to have a week range selected. This week range is selected through the Week Selector located just above the Employee Selector. You can scroll the week selector up and down weeks using the up and down arrows and even change the current month and year. In the week selector, today's date will be highlighted in red.

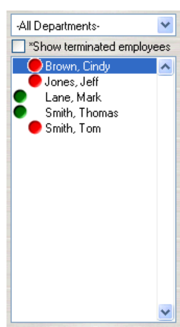


Select a week

Show In/Out

The main In/Out board is discussed in more detail in *Chapter 5 – In/Out Board.* The main screen, however, allows the In/Out status of the employees to be displayed right in the main form. To see the In/Out status, click the 

button on the main form. You will then see the In/Out status of each employee appear next to the name.

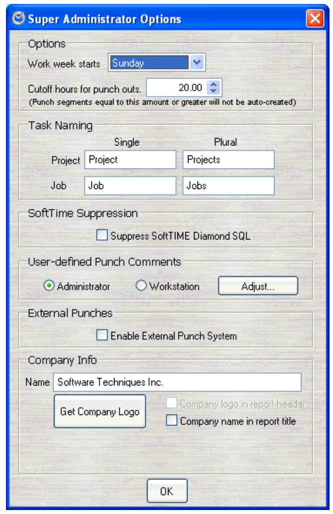


To hide the In/Out status again, just click the 

button.

Super Administrator Options

To enter this mode, click on **Tools**->**Super Administrator Options**. This screen allows the Super Administrator to configure global settings that will apply across TimeKron.



Options

Work Week Starts – Here you can specify what day of the week your work week starts. This setting affects all other parts of the application and should be chosen carefully.

Cutoff Hours - TimeKron can record punches all day long. When someone punches in and then punches out, TimeKron creates a punch record recording the start of the segment (Punch In) and the end of the Segment (Punch Out), and figures out the time of the segment. However, TimeKron does have a limit in terms of how long it can create a time segment for. For example, If someone punches in at 9:00 AM, but then punches back in again the next day at 10:00 AM (because he forgot to punch out in the evening), normally, that would create a 25 hour segment. In TimeKron we put a limit on how large we can auto-create a segment of time. If any punch out would exceed the cutoff hours the punch is still created, but the segment is not completed as normal. Instead, we generate a Note explaining the excessive hours and leave the original segment open.

Task Naming

Throughout this manual we refer to both projects and jobs. Those terms are used in order to classify time worked. If your company uses a different terminology for projects and jobs, you can specify it here. After you change it here, the terminology will be changed throughout the application. Because we use both singular and plural forms of the words, we ask that you specify both.

SoftTime Suppression

If you are using SoftTime with TimeKron, TimeKron will automatically have access to SoftTime data and allow you to access some SoftTime data from within TimeKron. If you wish to suppress this feature, just check this box.

User-defined Punch Comments

When punching in or out, each user has the opportunity to add a note as to where they are going or where they've been. TimeKron includes a section where you can customize some of the quick messages to suit your company. Here in the Super-Administrator form, you can decide at which level you want the Punch Comments customized. If you choose

Administrator, then the comments will be customized in one place for use by all users. However, if you choose the workstation option, then comments will be customized for each workstation. If you've selected Administrator, then you can click the Adjust… button.

External Punches

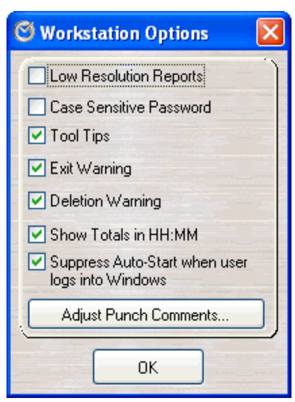
Check "Enable External Punch System" to enable the external punch system. For more information see *Chapter 15 – External Punch System*. If this is not checked then all external punches will be ignored.

Company Info

This information allows you to customize reports and printouts with your company name and logo. The name entered here will appear wherever a report or screen displays the company name. Pressing the **Get Company Logo** button will present you with a file picker dialog to choose an image file for your company logo. Reports allow you to select a checkbox to display this logo on printouts.

Workstation Options

To enter this mode, click on **Tools**->**Workstation Options**. These options apply only for the specific workstation on which TimeKron is running. They govern certain settings that apply to the user's session and display preferences.



Low Resolution Reports

This option allows you to specify that you have a lower resolution printer. The report generator will forgo the fancier shading it uses when generating reports.

Case Sensitive Password

This applies to the passwords for THIS WORKSTATION ONLY. If it is set then anyone logging into this machine will be required to enter a case sensitive password.

Tool Tips

Checking this box will present you with a tool tip on the cursor wherever one is available in TimeKron. This can be helpful when you are first learning the software and can be turned off after you are familiar with the program.

Exit Warning

This option will alert you any time TimeKron is closing to make sure you actually wish to end your session.

Deletion Warning

This option will confirm deletion any time you attempt to delete anything in TimeKron.

Show Totals in HH:MM

When this is checked, times in TimeKron will be shown in hours and minutes. Otherwise, times will be shown in hundredths of an hour.

Suppress Auto-Start

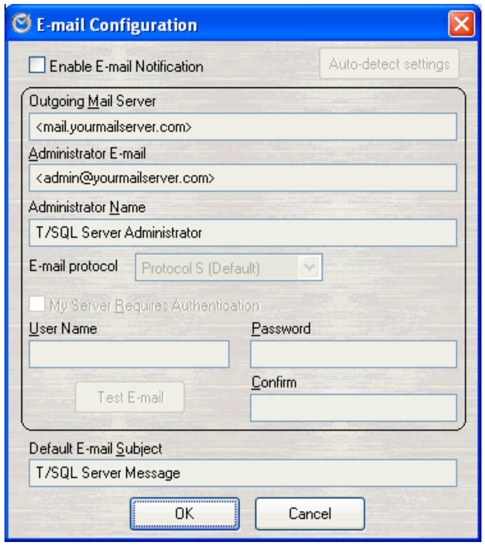
TimeKron can be setup to launch when a user logs in to Windows. This may be advantageous for some, but sometimes you might not want that to happen. To suppress the Auto-start when a user logs in to windows from this workstation, just check this option.

Adjust Punch Comments

As discussed in the previous section, Punch comments can be established at the workstation level or at the administrator level. If they can be adjusted at the workstation level, this button will be enabled and you will see a Punch Comments screen similar to the one from the Super Administrator options section.

E-mail Configuration

To configure your e-mail settings, click on Tools->E-mail Configuration. These settings are available to the Super Administrator ONLY.

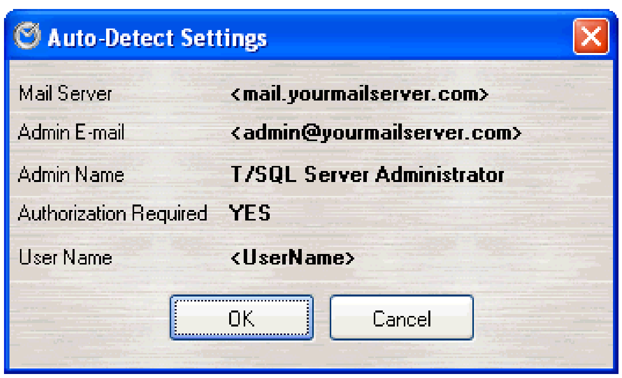


Enable E-mail Notification Check Box

This is the first step to setting up your e-mail configuration. When this box is checked all of the other settings become enabled. Without e-mail notification enabled, TimeKron will not attempt to generate emails.

Auto-detect Settings Button

This handy button will go out onto the Super Administrator's computer and detect the server and account that is set up in the default mail client. It will present you with a confirmation dialog showing what it was able to detect.



You can either accept the detected settings by pressing OK or ignore them by pressing Cancel.

Outgoing Mail Server

This is the SMTP server name that handles your outgoing mail. It can be found in the configuration settings of your mail program. It is usually in the form “mail.yourcompany.com” or “smtp.yourcompany.com”.

Administrator E-mail

This is the e-mail address TimeKron will use to generate emails. It must be a valid account on the specified mail server above. This is also the account that will be notified if there is a problem sending e-mails.

Administrator Name

This is the name associated with the e-mail account above. It will be filled in by the Auto-Detect or you can change it so the generated emails appear as if they come from a certain person in your organization.

E-Mail Protocol

Most TimeKron users should be able to use their e-mail server with the default protocol. This is an internal TimeKron protocol known as "Protocol S". In some rare instances, you may experience problems with your e-mail server settings. In these situations a certified Technical Support Engineer may suggest that you try using the alternate protocol "Protocol W".

My Server Requires Authentication

With security as a concern these days, most mail servers require authentication. However, since this will be internal mail to employees, your mail server may not require it. If you use Auto-Detect, it will be able to figure out your server’s policy. If authentication IS required, you must fill in the User Name and password fields below.

User Name

This is your E-Mail user name, not to be confused with your TimeKron login. In some cases it is your full email address.

Password / Confirm

This is your E-Mail password. You must enter it here twice. Auto-Detect WILL NOT fill in your password.

Test E-mail

Once all the information has been entered, you can test to see if the information will work. Click the **Test E-mail** button in the upper right. If the E-mail was sent successfully, then you will be notified. Otherwise, it will tell you why the e-mail did not send. If the E-mail did send then go to your E-mail program and receive mail from the Administrator E-mail account. If you receive the email, then you are all set.

Default E-mail Subject

This is the text that will appear as the default subject for generated email. You can override this subject on the e-mail notification screen.

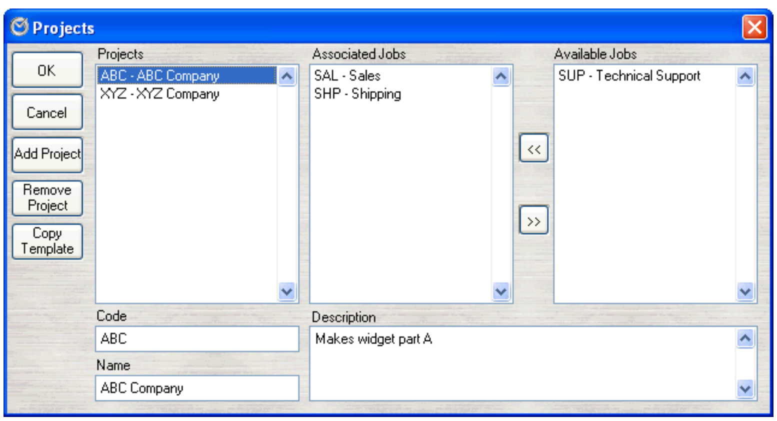
Employee Policies

To enter this tool, click on **Tools**->**Employee Policies**. Employee Policies allow you to set up policy categories that dictate how the system deals with employees. Each policy has four sections: Overtime, Rounding Rules, Punch Options and Other.

To maximize TimeKron's usefulness, these policies should be set up before you enter in any employees or start regular data entry. For a more detailed description and an explanation of each option, check out *Chapter 11 – Employee Policies*.

Project List

To enter this tool, click on **Tools**->**Projects**. The project list allows you to set up projects that your company will be working on. Each time you enter in time either through punching or in the time sheet, you can specify a project for that time.



Each project can have a code, name and description. Each project needs at least a code or a name. If you are using the External Punch System (see *Chapter 15 – External Punch System*), you may want to use a numeric code as it will be easier to enter in.

To modify a project, just find the project in the list and click on it. You can then adjust the other information. You can have two or more projects with the same code and name, but it is not recommended.

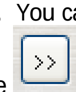
To create a project, click the Add Project button. Then you just add in the code and/or name and description and that's it.

To delete a project, click the Remove Project button. If the project you are trying to remove is being referenced anywhere else in the system, you will not be able to delete it.

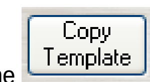
Each project can also have jobs associated with it. If you have a large number of jobs, associating certain jobs with projects can make data entry easier. It is important to remember, though, that any job can be associated with any project.

In this example from the Time Sheet, you can see how the job listbox lists the associated jobs before all the other jobs.

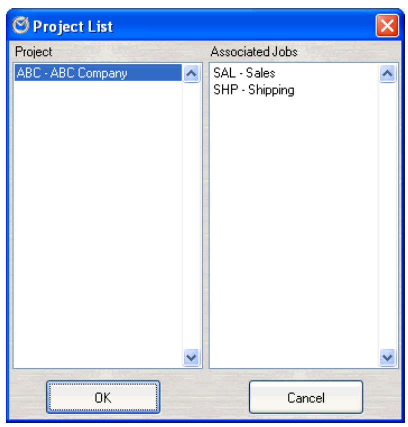
To associate a job with a project, first select a project from the list on the left. From the Job list on the right, you can click on a job and then the 

button and it will be added to the Associated Jobs list. You can also double click on the job and it will be added as well. To remove a job from the Associated Jobs list click the 

button or just double click the job.

If you have one project that you want to have the same associated jobs as another project, you can click the 

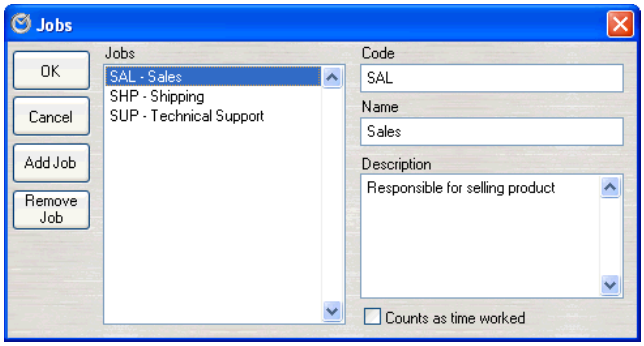
button. You will then see a list of all projects and their associated jobs:



Just click the project you want and click OK. You will then see the original project with the same jobs.

Job List

To enter this tool, click on **Tools**->**Jobs**. Used in conjunction with Projects, Jobs are used when recording time in TimeKron.



Each job can have a code, name and description. Technically, you don't' need to have either a code or name for a job, but it is recommended that you use one or both of those fields as a title for the job. If you are using the External Punch System (see *Chapter 15 – External Punch System*), you may want to use a numeric code as it will be easier to enter in.

To modify a job, just find the job in the list and click on it. You can then adjust the other information. You can have two or more job with the same code and name, but we don't recommend it.

To create a job, click the Add Job button. Then you just add in the code and/or name and description and that's it.

To delete a job, click the Remove Job button. If the job you are trying to remove is being referenced anywhere else in the system, you will not be able to delete it.

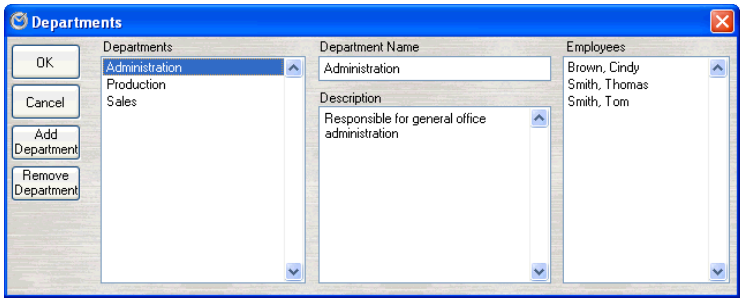
Note – Projects and Jobs can be created on the fly by users with the appropriate policy privileges (see *Chapter 11 – Employee Policies*).

Department Roster

To enter this tool, click on **Tools->Departments**. The Departments screen allows you to add and remove departments and provide name and description information.

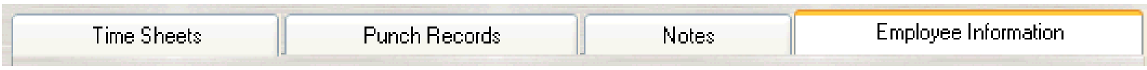
You can also view which employees belong to which departments (this is set in the employee information tab). This tool is only available to the Super Administrator.

If you attempt to delete a department that has employees assigned to it, TimeKron will ask you to remove all references to the department before deleting it.

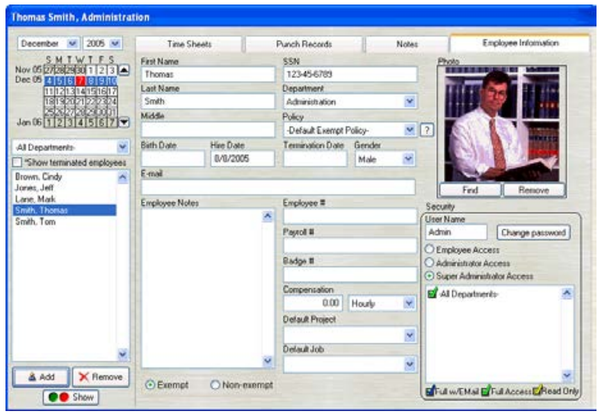

Departments
OK
Cancel
Add Department
Remove Department
Departments
Administration
Production
Sales
Department Name
Administration
Description
Responsible for general office administration
Employees
Brown, Cindy
Smith, Thomas
Smith, Tom

Chapter 4 – Employee Information

To access Employee Information, click on the right most tab of the main screen (Employee Info Tab).



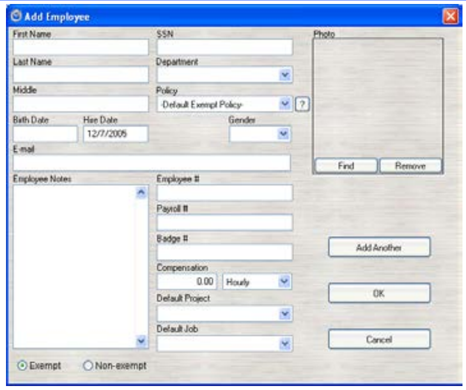
This screen defines personnel information concerning each employee.



Administrators have either read-only or full access to information on this screen depending on their security level. Employees have read-only access.

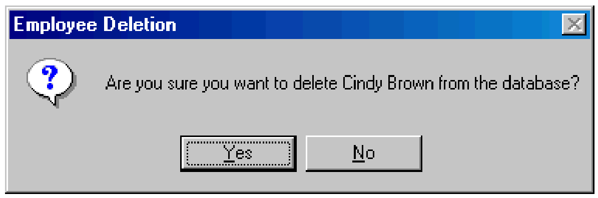
Add Employee

Pressing the Add button at the bottom of the employee list will display the Add Employee screen. Last Name and Hire Date are the only required fields, but you will most likely want to enter all the information that you have.



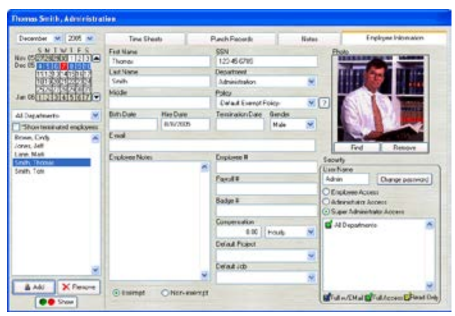
Remove Employee

Clicking the Remove button simply removes the selected employee from the list and from the system. All of their absence information will be deleted. If you have Deletion Warning checked in the workstation settings you will be asked to confirm the deletion.



Employee Information

Since most fields are self explanatory, only the fields that require an extended explanation will be discussed.



Hire Date

Each employee is required to have a hire date.

E-mail

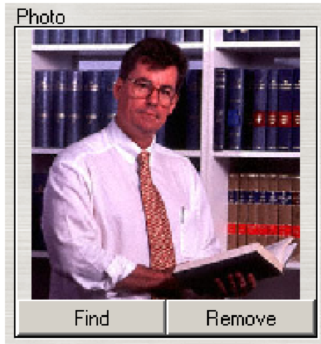
TimeKron supports E-mail notification.

Department

A drop-down list of all departments is used to set this employee's department. Departments are maintained by the Super Administrator in the Departments screen under the Tools menu.

Photos

TimeKron allows you to associate pictures with each employee. Just click the Find button and find the picture for the employee. The picture can be in GIF, JPG, or BMP format. To remove the picture press the Remove button.

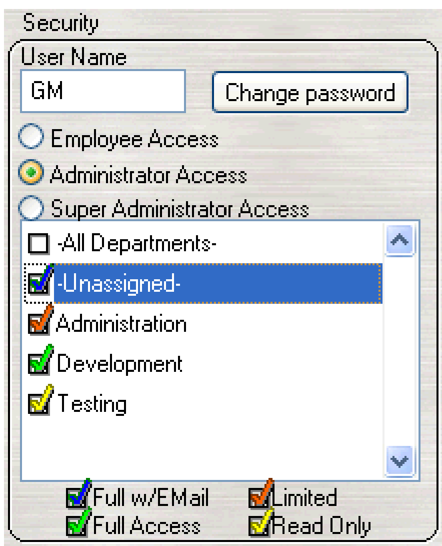


Find Photo

Security Profile

The Security options allow the Super Administrator to grant Administrator privileges to users managing departments and to assign which departments they have access to. The Super Administrator can also grant Super Administrator access to another user.

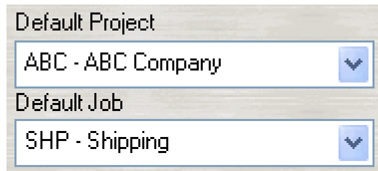
Administrators and Super Administrators can also change an employee's User Name and Password. Employees can view their own security setting (Employee Access), and can change their own password.



Notice that an administrator can be given access to more than one department without being given access to all departments. Also the administrator's privileges can be set at one of four levels. Clicking on an empty check box will give a blue checkmark, which grants the maximum level of access including the ability to receive administrative email notification. If you click on the blue checkmark it will change to the green check mark. This second level grants full read and write access, but the user will not be notified through administrative email notification. Clicking a third time will change the checkmark to orange which grants access only to add or change time data, but not employee data. Clicking a fourth time will change the checkmark to yellow, which will allow the user to view employee absence data for that department, but no access is given to add or change data. If you click a fifth time the checkmark will be removed and the administrator will not have any access to that department.

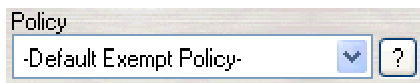
Default Project / Job

TimeKron supports unlimited projects and jobs that can be associated with time. It is likely, however, that each employee has a project and/or job that they use more than others. If that is the case, then you can use the Default Project and Default Job fields to set it up. These defaults will be handy when punching in and out.



Policy

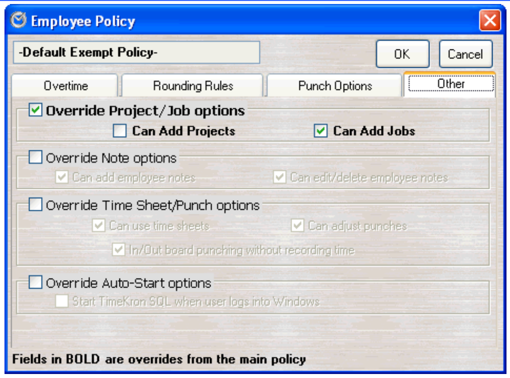
Each employee will have a 'Policy' associated with them. This policy will dictate how overtime, rounding rules, punches and other things will work for each employee in the system. For a more in depth discussion of policies, check out *Chapter 11 – Employee Policies*.



Policy Overrides

Once you have selected a policy for an employee, that employee retains all of the attributes of that policy. Most of the time, this will work fine, but occasionally you may need to make slight adjustments to a policy for one or more employees. Instead of creating a whole new policy, you can use Policy Overrides. To access Policy Overrides, click the [?] button next to the Policy field.

You can override any or all parts of each policy. To override an option, just click the override checkbox of the section you want to change and then select the option you want for that employee.



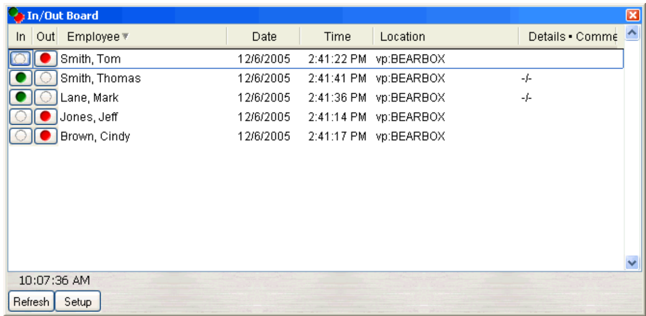
Here, Project/Job options have been overridden and Can Add Projects has been unchecked. From now on, this employee would not be able to add projects even though the –Default Exempt Policy- would normally allow him to do it. To undo an override, you just need to uncheck the section. In this case you would uncheck 'Override Project/Job options'. The default values for that policy would then be back in place. Fields in BOLD are overrides from the main policy.

Exempt Status

Each employee has an exempt status associated with them. Normally, salaried employees would be classified as 'Exempt', while hourly employees are usually classified as 'Non-Exempt'.

Chapter 5 – In/Out Board

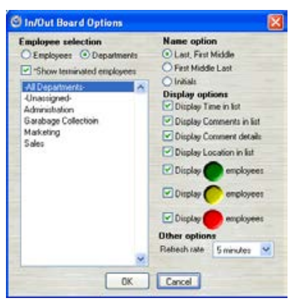
In an office setting where there are numerous people, it can be difficult to keep track of the comings and goings of every single employee. For this reason, TimeKron has an In/Out board to tell you who is in and who is out. The In/Out board can be accessed from the Quick Start Menu and it can also be accessed by clicking **View -> In/Out Board**. The In/Out board will look like this:



The In/Out Board tracks the punches of all employees and shows you their last recorded punch. The information on this form should be self explanatory for the most part. The Location column represents the location of the last punch for that employee. Unless you are using external devices, the location will be the 'name' of the computer where that person punched. The Details part of the Details/Comments column usually represents the Project and Job that was punched into. The Comments part represents any notes that the employee entered with the punch. In the lower left part of the form is the current time. The Refresh button will do an immediate Refresh of all employees in the board.

This In/Out board is also customizable. The board as you see it now has all features activated. To change the look of the In/Out board, click the Setup button.

Setup



Employee Selection

The employees displayed in the In/Out board are customizable. Here, -All Departments- are shown. In the same way, you can choose one or more departments to display or even switch over to the employees and choose one or more employees to display.

Name Option

The Name option determines how names in the In/Out board will appear. Regardless of the other options, the employee's name will always appear in the In/Out board. Here, you choose to display employees' names as 'Last, First', 'First Last' or 'Initials (only the employees' initials are shown)'

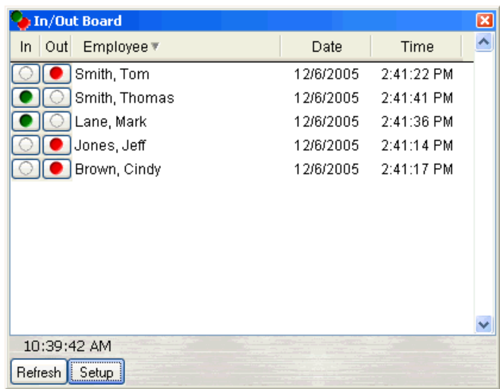
Display Options

The Display options can further limit what is in the In/Out board. The first four options represent potential columns in the In/Out board. If you don't want to see the punch Time, Comments, Details or Locations, just uncheck the appropriate box. The last three options can limit the employees viewed. If you don't want employees that are 'out' to appear in the list, uncheck the last option.

Refresh Rate

The Refresh rate determines how often the In/Out board will automatically refresh. The default is set to 30 seconds. That means that every 30 seconds, the In/Out board will automatically refresh. You can set the refresh interval anywhere from '10 minutes' all the way down to 'Never'.

Once you have selected the options you want, click OK to return to the In/Out board. If you've made changes in the setup form, you should see those changes reflected. It could look something like this:



Form sizing and form memory

Another feature worth noting is that the In/Out board can be sized to fit your needs. If you want to make it wider or taller you can do that by clicking on the form border and stretching or shrinking it. Additionally, the In/Out board will remember how you sized it as well as where you moved it to. The next time you go in to the In/Out board, it will be the same size and in the same place that you left it.

Punching In and Out

Another feature of the In/Out board is the ability to punch employees in and out. If you want to punch an employee 'in', just click the button in the 'In' column and likewise, if you want to punch and employee 'out', click the button in the 'Out' column. For more information on punching in and out, check out *Chapter 6 – Punching In and Out*. The employees that you are allowed to punch in and out depends on your security profile.

Chapter 6 – Punching In and Out

For most companies, accurately tracking employee's hours worked is essential to ensuring that the payroll is done correctly and efficiently. An important part of that is tracking when your employees are 'on the clock'. In TimeKron the main way of tracking time is through the process of Punching in and out. Punching in and out in TimeKron is somewhat similar to punching in to a punch clock.

What is Punching In and Out?

Punching in and out is the process whereby an employee records when they are working and 'on the clock' as well as when they are not working or 'off the clock'. When an employee gets to work, they would likely punch 'in' and when they leave for the day or even leave for lunch, they would punch 'out'. Another way that punching in and out is used is to track what each employee is working on. If tracking time on specific projects is important during the day, you can punch from one project to another. This would accurately track time worked on each specific project.

What is working out of office?

In TimeKron the two main punching statuses are 'In' and 'Out'. 'In' is represented by a green dot and 'Out' is represented by a red dot. There is another status that can also be used. It is called 'Work' status and is represented by a yellow dot. 'Work' status means that an employee is currently 'on the clock', but is not at the office. The yellow dot will appear in place of a green dot in the In/Out board. With the exception of how it appears in the In/Out board, Punch 'Work' and Punch 'In' are identical.

Other ways of punching in and out

In this chapter, we will discuss how to punch in and out using TimeKron. While this is the main way in which TimeKron accepts punches, it is not the only way. TimeKron also has the ability to read punches from external hardware as well as other sources. For more information on this, refer to Chapter 15 – External Punch System.

Where to punch in/out from

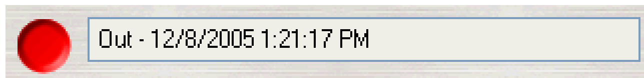
There are several different ways that you can punch in and out using the TimeKron software. Probably the most common way is to do it through the Quick Start menu. The Quick Start menu allows you to quickly punch in and out from your workstation desktop. For more information, refer to Chapter 13 – Quick Start menu. Another way to punch in is through the In/Out board. The In and Out columns can be clicked to allow quick access to punching in and out. For more information, check out Chapter 5, In/Out Board. Finally, you can also punch in and out through the punch station. Punching in and out through the punch station works in the same way as the In/Out board. For more information on the Punch Station, refer to Chapter 14 – Punch Station.

Punching In

When you punch 'In' through TimeKron, the form will look like this:

The form caption at the top shows the name of the person who's punching in.

The field at the top of the form shows the current In/Out status and last punch of the current user.



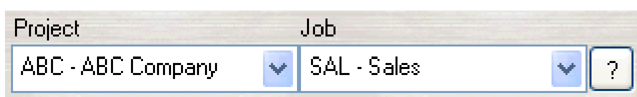
Rounding

Next is the rounded and actual times that the user is about to punch with.

On the right side in larger characters is the actual time. The field on the left is the time that will be used to punch with. This time may represent a rounded time if this employee is set up with rounding rules. The user may also be able to manually adjust the time using the drop-down list box, if they are allowed to adjust their own punches through Employee Policies. For more information on Rounding rules and manually adjusting punches, refer to *Chapter 11 – Employee Policies*.

Projects/Jobs

The next section is where a user can enter in a project and job to punch in to.

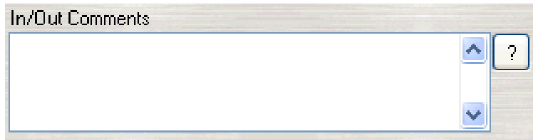


Here the employee can specify what project and/or job they are punching in to. They can select from any project or job in the ListBox. Additionally, if they have rights through Employee Policies, they can add projects and jobs on the fly. Also, for quick reference, you can click the '?' button to see the recent punches for that employee.

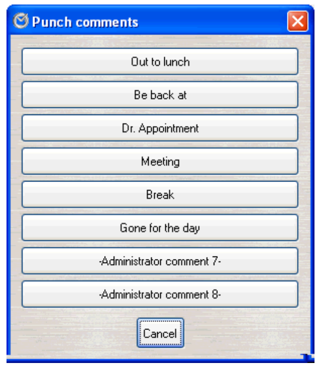
This form will list the 5 most recent punches for the employee. To select one of these for the current punch, just click the button.

Comments

At the bottom of the Punch In form is the Comments.



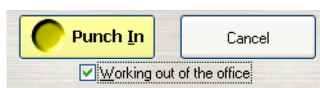
Many times when an employee punches in or out, they may want to include a note as to where they are going or where they've been. Here is where you would put that note. You can type anything you want in the field here. Additionally, you can choose from pre-selected notes by clicking on the '?' button.



Just click the button of the comment you want to post and that's it!

Punch Work

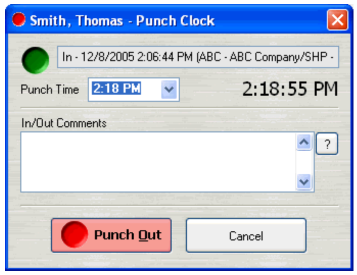
Another aspect of the Punch In form is the ability to punch in to 'work' status. This is done by checking the checkbox at the bottom of the form.



After you check the checkbox, the button above will change to yellow signifying the 'work' status. This will only effect the way the status appears in the In/Out Board.

Punch Out

At the end of the day, it's time to punch out. In TimeKron the punch out form looks like this:



In many ways, this form works in the same way the punch in form does. The name is still at the top. The current employee's In/Out status and time are listed at the top as well. The two times shown are still the rounded time and actual time and the user may still have the ability to adjust the punch out time. The In/Out Comments work the same way as in the Punch-In form. Finally, the Punch-Out button completes this function.

Network Time vs. Local Time

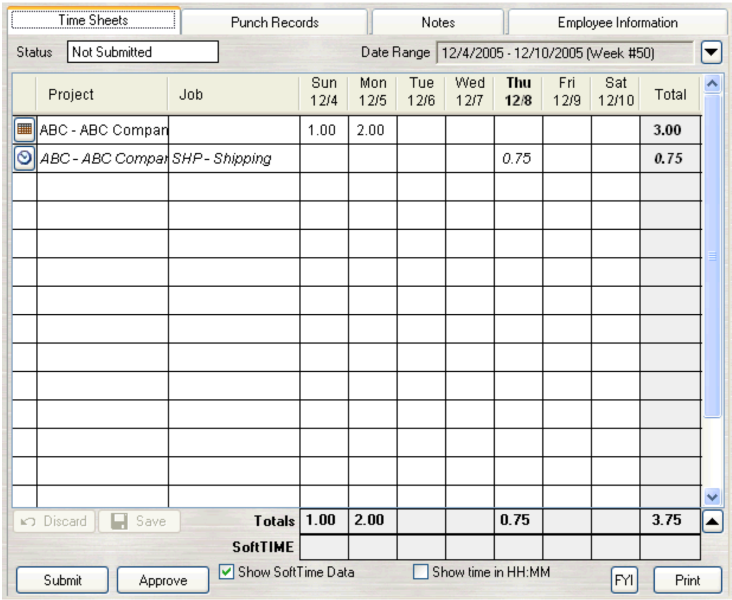
An important concept in TimeKron is time normalization. In an office setting with numerous workstations, the times on each workstation can vary. Under normal circumstances, this can cause problems for keeping accurate track of time. In TimeKron, we want every punch from every workstation to be using the same time. We do this by using the time from the database server for every punch rather than the local time on each workstation. This helps to normalize all the times for all the employees.

Chapter 7 – Time Sheets

For those employees who do not have to punch in and out to record time, they will most likely have to fill out a time sheet to account for their hours. In TimeKron, the Time Sheet is the centerpiece for displaying time.

Time Sheet Grid

When you start up the main TimeKron application the first thing you will see is the Time Sheet Grid.

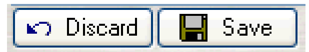


What is Time Sheet Data?

The Time Sheet Grid can be used to enter in the hours worked for each day of the week. Totals are grouped by Project and Job. Punch records will appear in the Time Sheet Grid as well but cannot be edited from this interface. The punch record data will be consolidated under project/jobs for each day. Both punch records and time sheet records will be used to calculate work and overtime totals.

Time Sheet Navigation

Once you click in the time sheet you can move the cursor around using the arrow keys such as in a spreadsheet. Adding a row to a time sheet is pretty simple. Just click on a row and start entering in time. Technically, you don’t even have to specify a project or job. Deleting a row in the time sheet is a little more difficult. Because each row represents 7 days worth of data TimeKron does not offer a single button to remove the entire row. For each day of data that you want to remove, you will have to go to that cell in the time sheet and delete the value. This allows you to delete only the data you want and avoid deleting time unnecessarily. If all time in a row has been deleted, the entire row will be deleted once you save the time sheet. Modifying time sheet rows is simple as well. If there is data on a time sheet row that needs to be adjusted, just click in the cell and make the change. After the time sheet is saved, the change will take effect. One thing to keep in mind with regard to adding, deleting and modifying time sheet data is that it applies only to time sheet records and does not apply to Punch Records. The difference between time sheet records and punch records will be discussed in the next section.



When you first open a time sheet for a week, these buttons will be disabled. Once you start making changes to the time sheet, they will become enabled. Once enabled, you can choose to either discard any changes you've made or Save the changes. After clicking Save, these buttons will become disabled again. If these buttons are enabled and you change either the week or the employee, the data will automatically save.

Grid Icons

If you haven't already noticed, the column on the far left contains an icon for each row. These icons represent what type of row it is. In the time sheet grid, there will be three different kinds of grid icons.

Time Sheet

This icon represents a time sheet row. These rows are editable. Note that the text in this row is normal (not italicized.)

	ABC - ABC Compan	SAL - Sales	2.00	2.00						**4.00**

Punch Record

This icon represents a punch record row. These rows are not editable. The text in this row is italicized meaning that it cannot be edited. Anytime you see italicized text in TimeKron, it means that the data is read only.

	ABC - ABC Compar	*SHP - Shipping*					*0.75*			***0.75***

SoftTime Data

This icon represents absence data from SoftTime. These rows are also not editable. These icons will vary slightly depending on the category being reported. The icons will be represented by a single letter with varying background colors.

A	*SoftTIME*	*Late*			*1 D*					***1 D***

Grid Colors

If you use the Submission/Approval process (see Chapter 12), then you will soon notice different colors on the time sheet. The default color of a time sheet is white which signifies the status 'Not-submitted'. Once you have submitted a time sheet and the status has been changed to submitted, the time sheet color will change to light blue.

	ABC - ABC Compar	*SAL - Sales*	*2:00*	*3:00*						***5:00***
	ABC - ABC Compar	*SHP - Shipping*					*0:45*			***0:45***
A	*SoftTIME*	*Late*			*1 D*					***1 D***

Notice that after a time sheet has been submitted, ALL records are now in italics and therefore read-only.

After a time sheet is approved, the time sheet color will turn into light green.

	ABC - ABC Compar	SAL - Sales	2:00	3:00						5:00
	ABC - ABC Compar	SHP - Shipping					0:45			0:45
A	SoftTIME	Late			1 D					1 D

Totals

Each time sheet has an expandable totals section. The default is that the totals section will be collapsed to make more room for time sheet records.

Totals	2.00	2.00			0.75			4.75

The basic totals have totals for each day of the week as well as a weekly total on the right. The expanded totals section can break down time in terms of regular and overtime. To see the expanded totals section, click the up arrow button to the right of the totals row. Once you click it, you will likely see something that looks like this:

Regular Time	2.00	2.00			0.75			4.75
OT1 [8.00/40.00]								
OT2 [9.00/45.00]								
OT3 [10.00/50.00]								
OT4 [11.00/55.00]								
Totals	**2.00**	**2.00**			**0.75**			**4.75**

This view shows you how overtime breaks down for each day as well as the week. For more information on overtime, check out *Chapter 11 – Employee Policies*. To collapse this section, just click the down arrow button to the right of this section.

Show SoftTime Data

☑ Show SoftTime Data

A powerful feature of TimeKron is its ability to be used in conjunction with SoftTime, our absence tracking software. When the two are used together, each program can access data from the other. In this case, we can view absences in SoftTime right in the time sheet grid.

	Project	Job	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	**Fri 12/9**	Sat 12/10	Total
	ABC - ABC Compan	SAL - Sales	2.00	2.00						**4.00**
	ABC - ABC Compar	SHP - Shipping					0.75			**0.75**
A	SoftTIME	Late			1 D					**1 D**

In this instance, a late day was recorded in SoftTime on 12/6. Note that absences in SoftTime are recorded in both hours and days. Those type will also be reflected here. In this case, '1 D' represents 1 day.

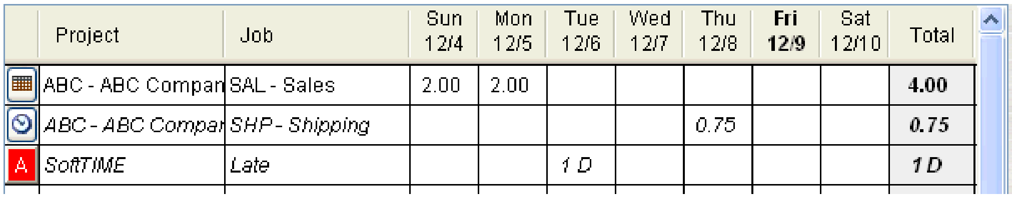
If you have Show SoftTime Data checked, you will also see a SoftTime totals row at the bottom of the time sheet.

SoftTIME			1 D					1 D

This row will only total up the SoftTime data. SoftTime data is totaled separately and therefore has no effect on overtime calculations.

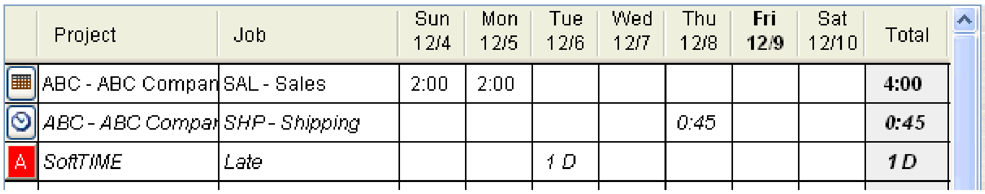
Show Time in HH:MM

Time shown in TimeKron can be displayed in hundredths of an hour or in hours and minutes.



	Project	Job	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Fri 12/9	Sat 12/10	Total
	ABC - ABC Compan	SAL - Sales	2.00	2.00						4.00
	ABC - ABC Compa	SHP - Shipping					0.75			0.75
A	SoftTIME	Late			1 D					1 D

Hundredths of an hour



	Project	Job	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	Fri 12/9	Sat 12/10	Total
	ABC - ABC Compan	SAL - Sales	2:00	2:00						4:00
	ABC - ABC Compa	SHP - Shipping					0:45			0:45
A	SoftTIME	Late			1 D					1 D

Hours and minutes

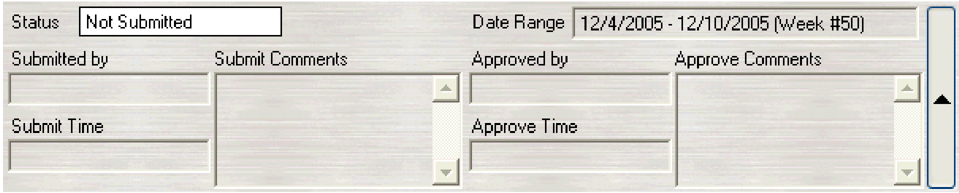
Submission / Approval Process

On the bottom left part of the time sheet page are the submit and approve buttons. Actually, these buttons not only can submit and approve time sheets, but they can also un-submit and un-approve time sheets as well. TimeKron will determine what each button does based on the time sheet itself and the policy settings of the currently logged on user. If the current user is not allowed to submit or approve time sheets, these buttons will be disabled. For more information on the Submission/Approval process, see Chapter 12 – Submission and Approval.

Other Time Sheet Data

One of the basic concepts of Time Sheets is the entire Submission/Approval process. An employee fills out their Time Sheet for the week and submits that time sheet to an administrator who then reviews the time sheet. The Administrator can then decide to approve the time sheet or, if they find a problem with it un-submit the time sheet and send it back to the employee for review. Another possibility is that an employee's time sheet might not be submitted by the employees themselves. A brief display shows the current status of the time sheet.

This display can be expanded by clicking the down arrow button.



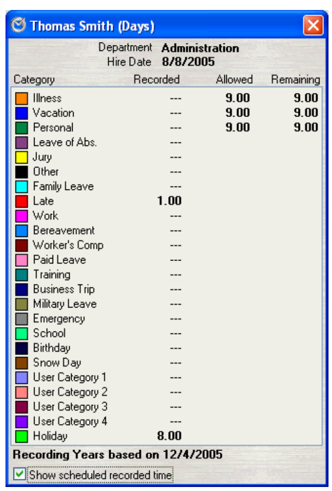
Right now, this section doesn't show any data, but after a time sheet has been submitted and approved, it may look something like this:

Print

This button appears on each of the Time Sheet, Punch Record and Note pages. It will allow you to instantly print the information you see on the page in front of you.

FYI

This is another option that will appear if you are using SoftTime in conjunction with TimeKron. The FYI button will bring up the FYI section that you would normally only see through SoftTime.



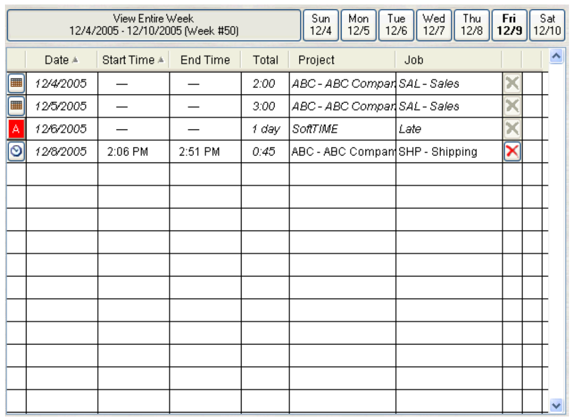
This form shows you a synopsis of the current employee's absence data for their current recording year.

Chapter 8 – Punch Records

Another way to view time is through the Punch Record grid. Like the Time Sheet grid, the Punch Record grid will display both punch records and time sheet records. Unlike the time sheet grid, the punch records grid will allow you to edit individual punch records.

Punch Record Grid

On the main form, the second page is the Punch Records page.

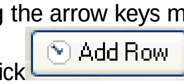


What is a Punch Record?

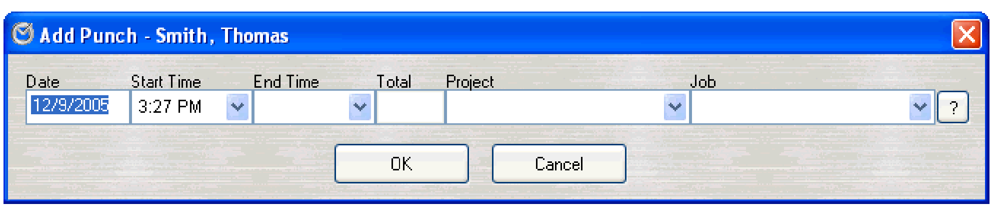
Generally speaking, punch records are created when employees punch in and out. An employee punching in will create the start time of the punch record and punching out will create the end time. The difference between punch records and time sheet records is that punch records have specific start and end times.

Punch Record Navigation

Once you click in the punch record grid, you can move the cursor around using the arrow keys much as in a spreadsheet.

Adding a row to the punch record grid is as simple as clicking a button. Just click 

and you will see a form that looks like this:



The date and start time default to the current date and time. However, you can change those to be whatever you want. You can fill in as many fields as you need. This includes the end time field. You can add a punch record with a start time but no end time. Once you've added in the data, click the OK button and the punch record will be added. Note that if you've changed the date to something that exists outside the date range you were viewing, a warning message will come up and tell you. If you decide to add it anyway, you will see the record in the grid immediately after even though it doesn't exist in that date range.

Deleting a punch record is considerably easier. The button on the right will delete the entire record.

Modifying punch records is simple. Just click on a punch record and you can change the start time, end time, project and job. The date on punch records is read-only. Once you start making changes on a punch record a button will appear on the right. This is the discard button. If you have made a change to a punch record and wish to revert the record to its original state, just click this button. As far as saving punch record data is concerned, the changes you make will be saved once you move off the record.

Grid Icons

In the same way as the Time Sheet, the column on the far left contains an icon for each row. These icons represent what type of row it is. In the punch record grid, there are 8 different kinds of grid icons.

Time Sheet

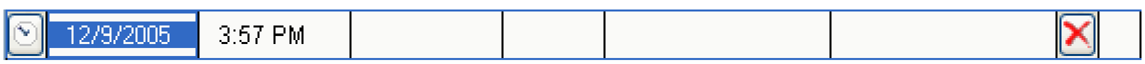
This icon represents a time sheet row. These rows are not editable. The text on these rows are italicized to symbolize read-only data.

Complete Punch Record

This icon represents a completed punch record. These rows are editable.

Open Punch Record

This icon represents an open punch record. An open punch record is one that has a start time but no end time. These rows are editable.

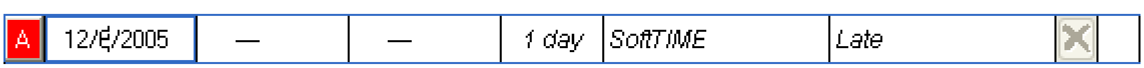


Overlapping Punch Record

This icon represents an overlapping punch record. An overlapping punch record is one where the start and end time overlap with another punch record's start and end time. These rows are editable.

SoftTime Data

This icon represents absence data from SoftTime. These rows are not editable. These icons will vary slightly depending on the category being reported. The icons will be represented by a single letter with varying background colors. This data will only be displayed if 'Show SoftTime Data' is checked.



Punch In Record

This icon represents a punch In. These rows are not editable. This data will only be displayed if 'Show In/Out Data' is checked. A Punch In record represents the event of someone punching in but has no duration.

	12/6/2005	2:41:41 PM	—					

Punch Out Record

This icon represents a punch Out. These rows are not editable. This data will only be displayed if 'Show In/Out Data' is checked. A Punch Out record represents the event of someone punching out but has no duration.

	12/6/2005	—	2:41:00 PM					

Punch Work Record

This icon represents a punch Work. These rows are not editable. This data will only be displayed if 'Show In/Out Data' is checked. A Punch Work record represents the event of someone punching in but has no duration.

	12/9/2005	4:00:17 PM	—					

Grid Colors

If you use the Submission/Approval process (see Chapter 12), you will soon notice different colors on the punch records grid. These colors are tied to the time sheet process. Once time sheets are submitted and/or approved, you will notice a change to the color of certain records in the punch records grid. The default color of a punch record is white which signifies the status 'Not-submitted'. Submitted records will be blue.

	Date	Start Time	End Time	Total	Project	Job		
	12/4/2005	—	—	2:00	ABC - ABC Compan	SAL - Sales		
	12/5/2005	—	—	3:00	ABC - ABC Compan	SAL - Sales		
A	12/6/2005	—	—	1 day	SoftTIME	Late		
	12/8/2005	2:06 PM	2:52 PM	0:46	ABC - ABC Compan	SHP - Shipping		

Approved records will be light green.

	Date	Start Time	End Time	Total	Project	Job		
	12/4/2005	—	—	2:00	ABC - ABC Compan	SAL - Sales		
	12/5/2005	—	—	3:00	ABC - ABC Compan	SAL - Sales		
A	12/6/2005	—	—	1 day	SoftTIME	Late		
	12/8/2005	2:06 PM	2:52 PM	0:46	ABC - ABC Compan	SHP - Shipping		

View by week or day

Normally, the punch record grid views records for an entire week, much like the time sheet does. On the punch record grid though, you can narrow the view down to a single day.

View Entire Week 12/4/2005 - 12/10/2005 (Week #50)	Sun 12/4	Mon 12/5	Tue 12/6	Wed 12/7	Thu 12/8	**Fri 12/9**	Sat 12/10

Normally, the large button on the left is selected, but if you want to view a specific day of the selected week, just click the appropriate button and the view will be narrowed for just that day.

Show SoftTime Data

☑ Show SoftTime Data

A powerful feature of TimeKron is its ability to be used in conjunction with SoftTime, our absence tracking software. When the two are used together, each program can access data from the other. In this case, we can view absences in SoftTime right in the punch record grid.

	Date	Start Time	End Time	Total	Project	Job		
	12/4/2005	—	—	2:00	ABC - ABC Compan	SAL - Sales		
	12/5/2005	—	—	3:00	ABC - ABC Compan	SAL - Sales		
A	12/6/2005	—	—	1 day	SoftTIME	Late		
	12/8/2005	2:06 PM	2:52 PM	0:46	ABC - ABC Compan	SHP - Shipping		

In this instance, a late day was recorded in SoftTime on 12/6. Note that absences in SoftTime can be recorded in either hours or days.

Show Time in HH:MM

☐ Show time in HH:MM

Time shown in TimeKron can be displayed in hundredths of an hour or in hours and minutes.

	Date	Start Time	End Time	Total	Project	Job		
	12/4/2005	—	—	2.00	ABC - ABC Compan	SAL - Sales		
	12/5/2005	—	—	3.00	ABC - ABC Compan	SAL - Sales		
A	12/6/2005	—	—	1 day	SoftTIME	Late		
	12/8/2005	2:06 PM	2:51 PM	0.75	ABC - ABC Compan	SHP - Shipping		

Hundredths of an hour

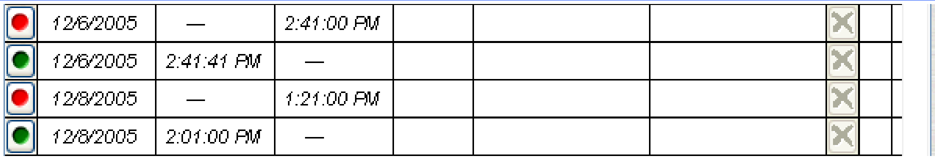
	Date	Start Time	End Time	Total	Project	Job		
	12/4/2005	—	—	2:00	ABC - ABC Compan	SAL - Sales		
	12/5/2005	—	—	3:00	ABC - ABC Compan	SAL - Sales		
A	12/6/2005	—	—	1 day	SoftTIME	Late		
	12/8/2005	2:06 PM	2:51 PM	0:45	ABC - ABC Compan	SHP - Shipping		

Hours and minutes

Show In/Out Data

☐ Show In/Out Data

Another option on the punch grid, is to display In/Out records. When In/Out records are displayed, they will be displayed down to the second.



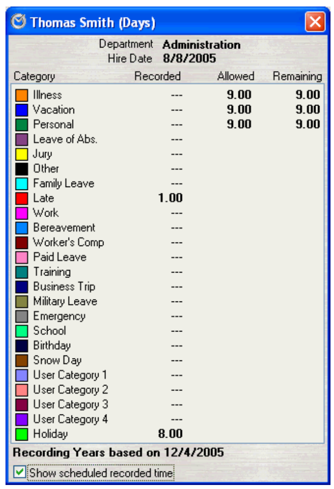
12/6/2005	—	2:41:00 PM					
12/6/2005	2:41:41 PM	—					
12/8/2005	—	1:21:00 PM					
12/8/2005	2:01:00 PM	—					

Print

This button appears on each of the Time Sheet, Punch Record and Note pages. It will allow you to instantly print the information you see on the page in front of you.

FYI

This is another option that will appear if you are using SoftTime in conjunction with TimeKron. The FYI button will bring up the FYI section that you would normally only see through SoftTime.



Thomas Smith (Days)

Department Administration
Hire Date 8/8/2005

Category	Recorded	Allowed	Remaining
Illness	---	9.00	9.00
Vacation	---	9.00	9.00
Personal	---	9.00	9.00
Leave of Abs.	---		
Jury	---		
Other	---		
Family Leave	---		
Late	1.00		
Work	---		
Bereavement	---		
Worker's Comp	---		
Paid Leave	---		
Training	---		
Business Trip	---		
Military Leave	---		
Emergency	---		
School	---		
Birthday	---		
Snow Day	---		
User Category 1	---		
User Category 2	---		
User Category 3	---		
User Category 4	---		
Holiday	8.00		

Recording Years based on 12/4/2005

Show scheduled recorded time

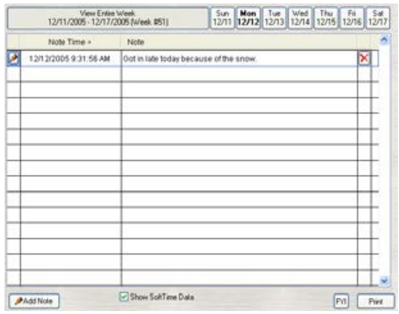
This form shows you a synopsis of the current employee's absence data for their current recording year.

Chapter 9 – Notes

A feature that can help to track the details of time worked is the Notes feature. Employees can enter notes into TimeKron at any time. There is no limit to the number of notes for a single day.

Note Grid

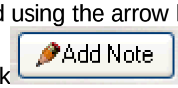
On the main form, the third page is the Notes page.



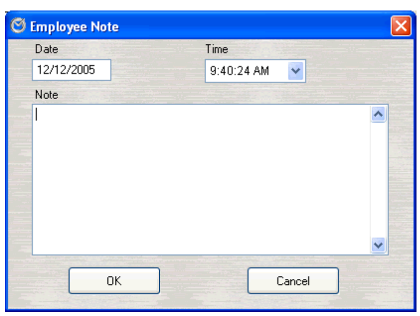
What is a Note Record?

Notes are usually created in one of two ways. First, a note can be added directly. The user can enter in the date and time of the note. Secondly, notes are automatically added when comments are entered punching in or out. In this way, the date and time are the same as the punch. Notes added in this way can be viewed as part of a punch or as a note.

Note Record Navigation

Once you click in the note grid, you can move the cursor around using the arrow keys much as in a spreadsheet. Adding a row to the note grid is as simple as clicking a button. Just click 

and you will see a form that looks like this:



The date and start time default to the current date and time. However, you can change those to be whatever you want. After that, you just need to enter in your note. Once you've added in the data, click the OK button and the note will be added. Note that if you've changed the date to something that exists outside the date range you were viewing, a warning message will come up and tell you. If you decide to add it anyway, you will see the record in the grid immediately after even though it doesn't exist in that date range.

Deleting a note is considerably easier. The button on the right will delete the entire record.

Modifying notes is pretty simple. Because of the nature of note records and that most notes can't fit in the grid, notes cannot be edited directly in the grid. Instead, you need to click on the button to the left of the record you want to edit. That will bring up a form that looks like the one shown above. You will then be able to edit the note as well as the date and time. To save the changes, just click the OK button and you will see the changes reflected in the grid.

Grid Icons

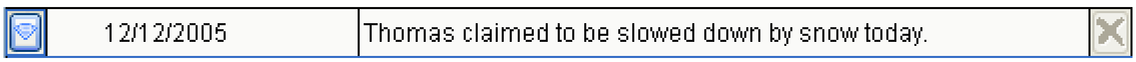
In the same way as the Time Sheet, the column on the far left contains an icon for each row. These icons represent what type of row it is. In the notes grid, there are 2 different icons.

Note record

This icon represents a note from TimeKron.

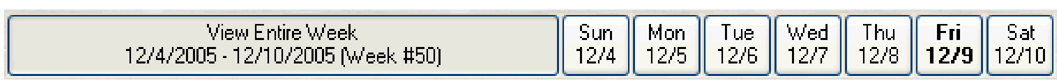
SoftTime Note Record

This icon represents a Note Record from SoftTime. These notes are not editable. These notes will only appear when 'Show SoftTime Data' is checked.



View by week or day

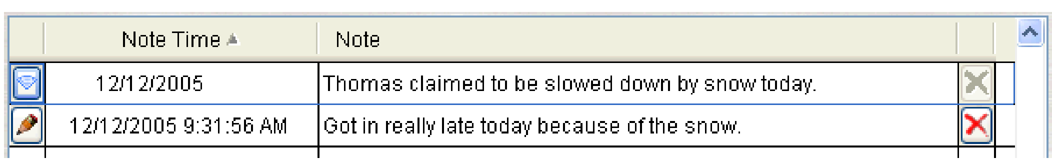
Normally, the note grid views records for an entire week, much like the time sheet does. On the note grid though, you can narrow the view down to a single day.



Normally, the large button on the left is selected, but if you want to view a specific day of the selected week, just click the appropriate button and the view will be narrowed for just that day.

Show SoftTime Data

A powerful feature of TimeKron is its ability to be used in conjunction with SoftTime, our absence tracking software. When the two are used together, each program can access data from the other. In this case, we can view notes from SoftTime right in the punch record grid.



In this instance, a note was entered in SoftTime on 12/12. One thing to remember about notes from SoftTime. Those notes have a date but not a time. The reason for this is that in SoftTime, only one note is allowed per day. Also note that these notes cannot be edited here, but only viewed.

Print

This button appears on each of the Time Sheet, Punch Record and Note pages. It will allow you to instantly print the information you see on the page in front of you.

FYI

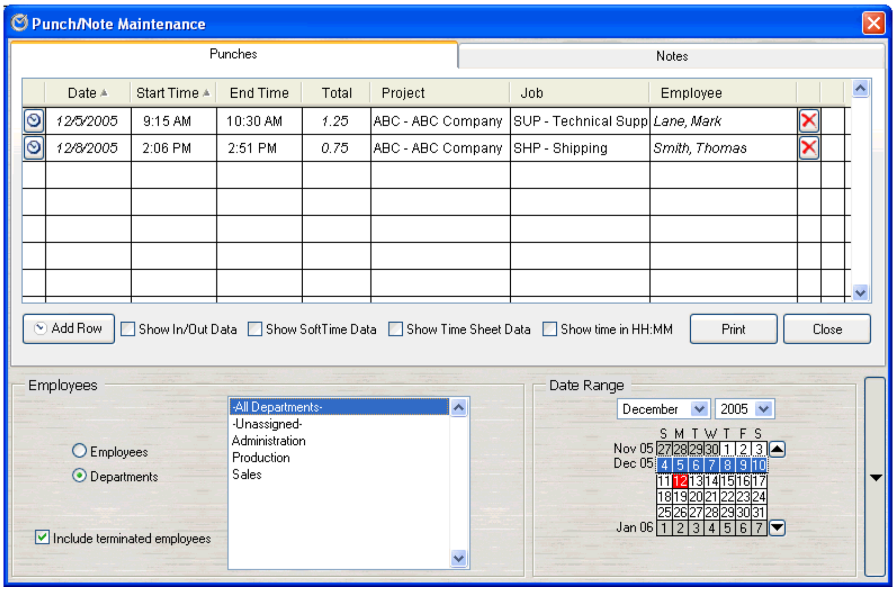
This is another option that will appear if you are using SoftTime in conjunction with TimeKron. The FYI button will bring up the FYI section that you would normally only see through SoftTime.

This form shows you a synopsis of the current employee's absence data for their current recording year.

Chapter 10 – Punch/Note Maintenance

The main screen allows you to move from employee to employee and view their hourly data and notes. This is fine if you are only interested in one employee at a time. If you want to view the hourly data or notes for more than one employee at a time, you can use the Punch Maintenance Form.

Punch Grid



Punch Navigation

In many ways, this form is just like the main Punch Records page. With the exception of the Employee's name, the data is the same. The icon to the left of the employee's name allows you to change the employee's record. The criteria at the bottom determines what is shown in the grid. The date range on the right works the same way as the one on the main screen. The employee selector on the left works a little differently, however.

With Employees selected (Employees), you can choose one employee at a time. Or, if you hold down the SHIFT or CTRL keys, you can select multiple employees. When you select multiple employees, all their data will appear in the grid.

	Date	Start Time	End Time	Total	Project	Job	Employee	
	12/5/2005	9:15 AM	10:30 AM	1.25	ABC - ABC Company	SUP - Technical Supp	Lane, Mark	
	12/8/2005	2:06 PM	2:51 PM	0.75	ABC - ABC Company	SHP - Shipping	Smith, Thomas	

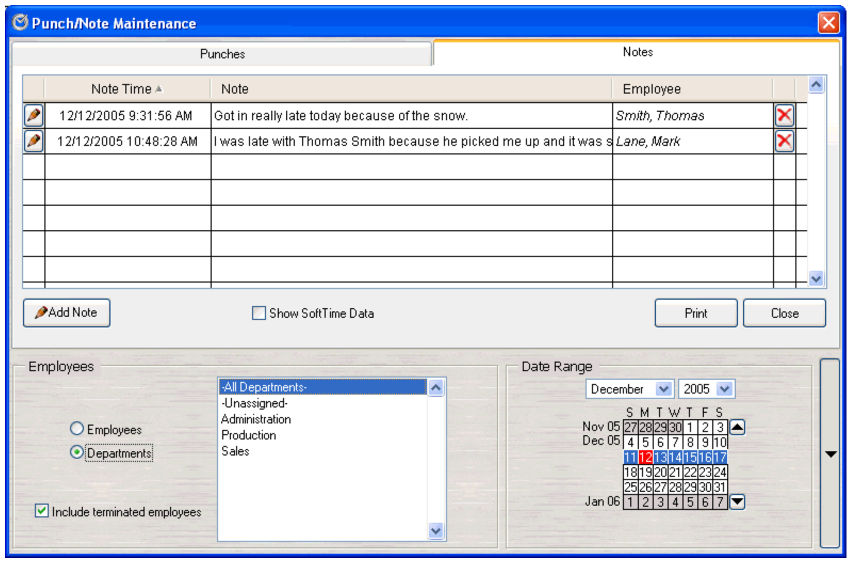
With Departments selected (Departments), it works pretty much the same way. You can select a department and every employee in that department will be displayed. You can even select multiple departments in the same way you select multiple employees.

Punch Grid Options

The options “Show In/Out Data”, “Show SoftTime Data”, and “Show time in HH:MM” work in the same way as those in the Punch Records page of the main form. Conversely, Time Sheet data will only be shown if “Show Time Sheet Data” is checked.

For more information, refer to *Chapter 8 – Punch Records*.

Note Grid



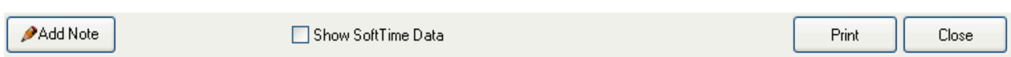
In the same way as the Time Sheet, the column on the far left contains an icon for each row. These icons represent what type of row it is.

Note navigation

Navigation on this page works just like it does on the Notes page on the main form. It works much like a spreadsheet.

Additionally, the employee and date criteria for this portion work exactly as it does for the Punch Record portion. See the example above.

Note Grid Options



The options here work in the same way as those in the Notes page of the main form. For more information, refer to *Chapter 9 – Notes*.

Chapter 11 – Employee Policies

There are a number of features in TimeKron and potentially hundreds of employees that could be accessing those features. To govern the use of these features by the employees, we have Employee Policies. Employee Policies cover options from overtime to punch rounding to some minor security options.

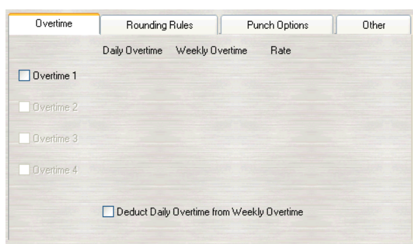
Basic Information

These policies are broken down into four different sections. TimeKron comes with two fixed policies that you can adjust to your liking, but they cannot be renamed or removed. The two fixed policies are –Default Exempt Policy- and –Default Non-Exempt Policy-. You can add as many policies as you need over and above these two.

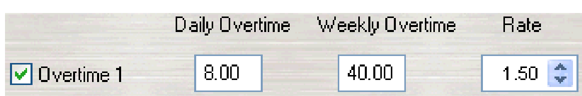
Employee Policies are accessible only by a Super Administrator in exclusive mode.

Also, if you try to remove a policy that is currently in use, you will not be able to. You will need to make sure that the policy you want to remove isn't being used by any employee.

Overtime



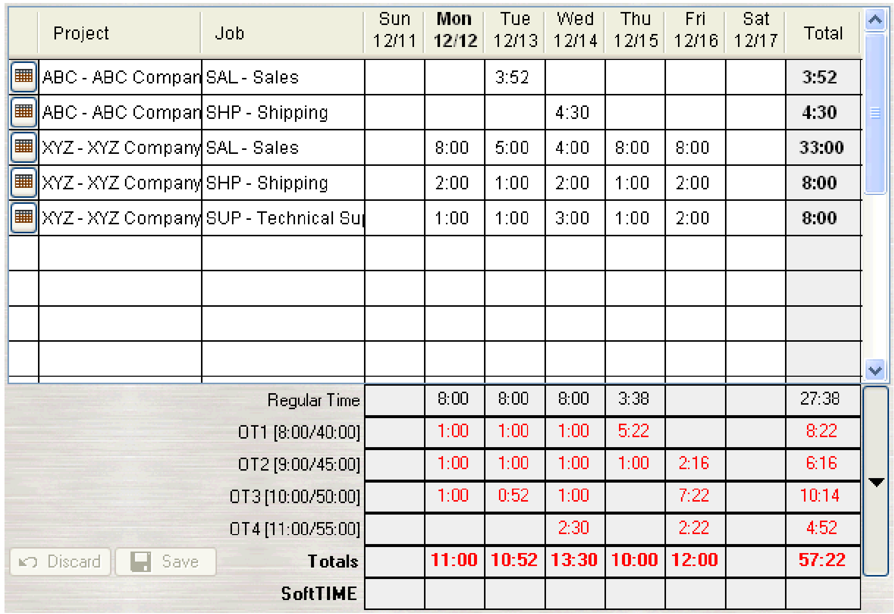
TimeKron offers each employee up to four different overtime settings. Overtime settings are not a necessity for each employee, but here is where you can set it up if you need it. Each overtime setting offers an amount for both daily and weekly overtime as well as a rate.



TimeKron will apply each overtime setting as necessary to each employee's regular time. Each successive Overtime level after the first needs to have daily and weekly hours that are equal to or greater than the previous level. Each level's overtime will be figured from the highest to the lowest level.

	Daily Overtime	Weekly Overtime	Rate
Overtime 1	8.00	40.00	1.50
Overtime 2	9.00	45.00	1.60
Overtime 3	10.00	50.00	1.70
Overtime 4	11.00	55.00	1.80

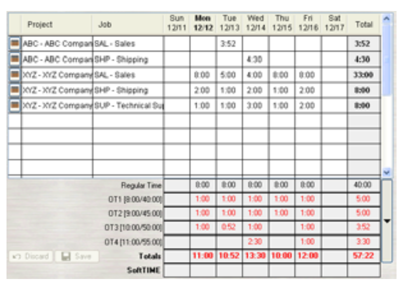
An example of how the overtime might be figured with this setup:



Project	Job	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Sat 12/17	Total
ABC - ABC Compan	SAL - Sales			3:52					3:52
ABC - ABC Compan	SHP - Shipping				4:30				4:30
XYZ - XYZ Company	SAL - Sales		8:00	5:00	4:00	8:00	8:00		33:00
XYZ - XYZ Company	SHP - Shipping		2:00	1:00	2:00	1:00	2:00		8:00
XYZ - XYZ Company	SUP - Technical Su		1:00	1:00	3:00	1:00	2:00		8:00
	Regular Time		8:00	8:00	8:00	3:38			27:38
	OT1 [8:00/40:00]		1:00	1:00	1:00	5:22			8:22
	OT2 [9:00/45:00]		1:00	1:00	1:00	1:00	2:16		6:16
	OT3 [10:00/50:00]		1:00	0:52	1:00		7:22		10:14
	OT4 [11:00/55:00]				2:30		2:22		4:52
Discard Save	Totals		11:00	10:52	13:30	10:00	12:00		57:22
	SoftTIME								

You can see here that the numbers in red represent overtime amounts. The amount of overtime for each overtime level is totaled at the right. This is one way to figure overtime between days and hours. The other way depends on the following setting:

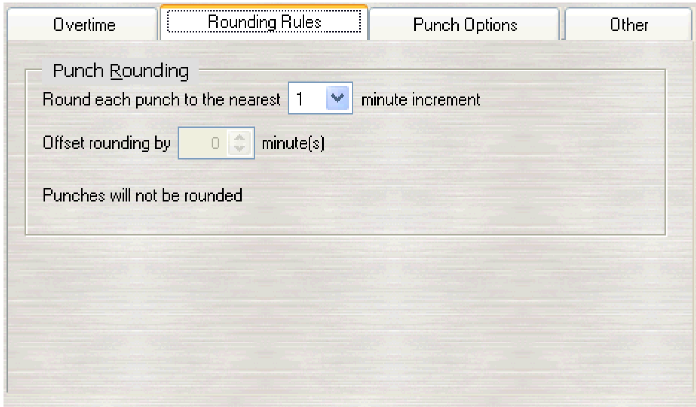
If this is not checked, overtime will be figured as it is above. If it is checked, then the daily overtime amounts will be deducted from the weekly overtime amounts and you will get some different OT information:



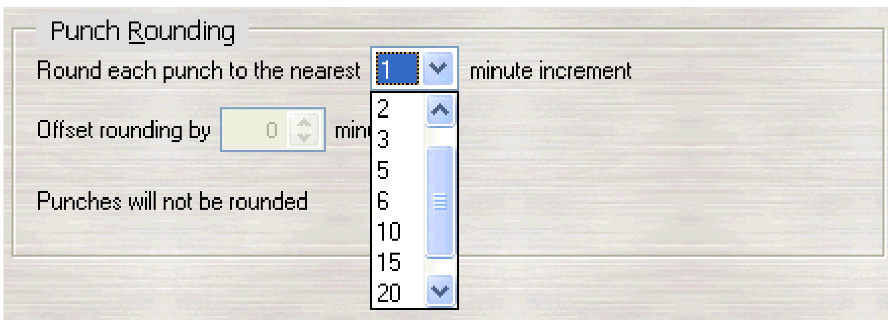
Project	Job	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Sat 12/17	Total
ABC - ABC Compan	SAL - Sales			3:52					3:52
ABC - ABC Compan	SHP - Shipping				4:30				4:30
XYZ - XYZ Company	SAL - Sales		8:00	5:00	4:00	8:00	8:00		33:00
XYZ - XYZ Company	SHP - Shipping		2:00	1:00	2:00	1:00	2:00		8:00
XYZ - XYZ Company	SUP - Technical Su		1:00	1:00	3:00	1:00	2:00		8:00
	Regular Time		8:00	8:00	8:00	8:00	8:00		40:00
	OT1 [8:00/40:00]		1:00	1:00	1:00	1:00	1:00		5:00
	OT2 [9:00/45:00]		1:00	1:00	1:00	1:00	1:00		5:00
	OT3 [10:00/50:00]		1:00	0:52	1:00		1:00		3:52
	OT4 [11:00/55:00]				2:30		1:00		3:30
Discard Save	Totals		11:00	10:52	13:30	10:00	12:00		57:22
	SoftTIME								

It is up to you as to which setting will better suit your company. Generally speaking, most companies would go with the second option and deduct daily overtime from weekly overtime.

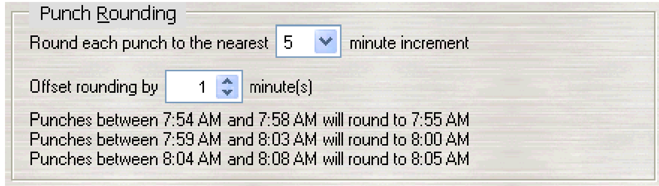
Rounding Rules



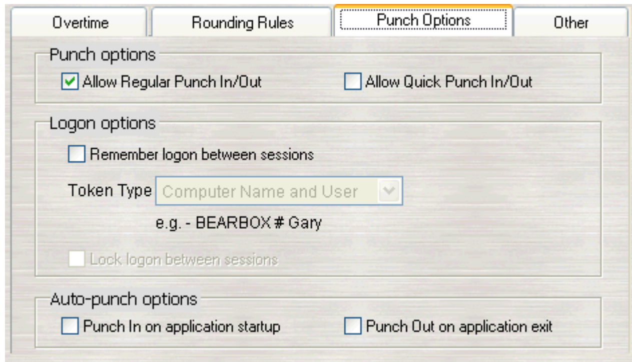
To make figuring out time worked easier, some companies institute rounding rules that affect the times that employees punch in and out. They may want a punch at 8:58 AM or even 9:02 AM to be 9:00 AM. In TimeKron you can set up rounding rules for individual employees through this policy section. When you set up punch rounding rules, each punch's actual punch time may not be the effective punch time. For example, if you want punches to round to the nearest 5 minutes, then a punch in at 9:02 AM would be recorded as 9:00 AM and 9:08 AM would be recorded as 9:10 AM. In TimeKron we give you nine possible ways to round time. From one minute all the way up to 30 minutes. One minute rounding is the same as no rounding at all as it will round each punch to the nearest minute. Just select the rounding increment from the list.



When you select something from the list other than 1, you will have the option to set the rounding offset. The rounding offset is useful if you want the rounding to be slightly different. In any case, when you choose a rounding increment or change the offset rounding, the small text below will explain how the rounding will be affected:



Punches



Punch Options

When punching in, TimeKron has two different ways of doing that. The "Regular" punch method allows the user to enter in a project, job notes and lets them optionally set the punch time when punching in or out. The "Quick" punch method is just that. When you want to punch in or out, you click one button and that's it! TimeKron sets the time and uses the employee's default project and job. Here you can set which methods you want your employees to use. You can allow both or you can restrict access to one or the other. If you want your employees to punch in and out but don't want them to use projects and jobs, then you would check "Allow Quick Punch In/Out" and uncheck "Allow Regular Punch In/Out"

Logon Options

Normally, whenever someone logs on to TimeKron, they would have to enter in a User Name and Password. Using the logon options, you can streamline that process for employees so that they no longer need to enter a User Name and Password. To activate this feature, check "Remember logon between sessions".

Once this option is activated, you will need to decide how the user will be recognized. Before we can do this we need to talk about a term called 'tokens'. In TimeKron, a 'token' is how TimeKron recognizes each user that is logged on to the computer. Here you choose one of 3 different token types:

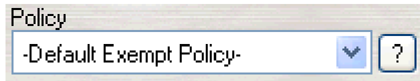
1. Computer Name and User – Most strict method. If this is selected, the employee will only be recognized if they are using a specific computer and are logged into Windows with a specific user name. This is ideal if multiple employees are sharing a single computer.

2. Computer Name Only – this option will associate just the computer name to a specific employee. Anyone using that computer will log on as the associated employee. This is ideal for employees that work from the same computer all the time and do not share it with other users.

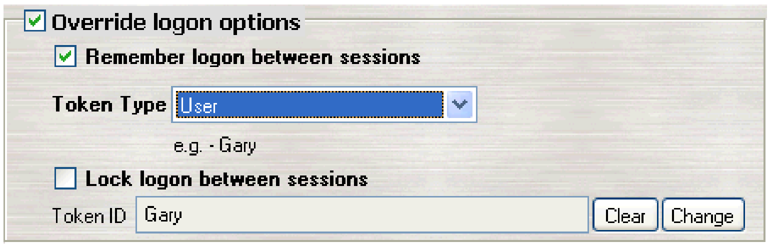
3. User only – If your company has several workstations and users can log in and out of each workstation, you may want to choose this option. This option will associate a specific user name to an employee. When that user tries to log on to TimeKron from any workstation, it will recognize the user and log on as that employee. This is ideal for users who log in to a network domain when starting Windows.

The next time the user logs on to TimeKron, the 'token' association will be set. From that point on, the login screen will be bypassed and the employee will automatically be logged in.

You can manually create the 'token' association for individual employees if you don't want to wait for them to log in for their first time. This is done from the main Employee Information page. Access the policy override for the employee by clicking the [?].



Select the Punch Option tab.

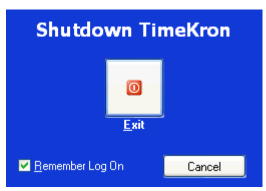


In the above example the Token Type is User and the associated Token ID is "Gary"

To manually set a 'token' association, click Change.

To reset the association, Click Clear. The Token ID will then read "-Auto Detect-" to indicate that it will automatically remember the 'token' association the next time the user logs in.

When a user with a 'token' association exits TimeKron, they will have the option to uncheck "Remember Log On"



This will close TimeKron and log them out so that another user can log in. Next time the employee logs into TimeKron they will once again be remembered.

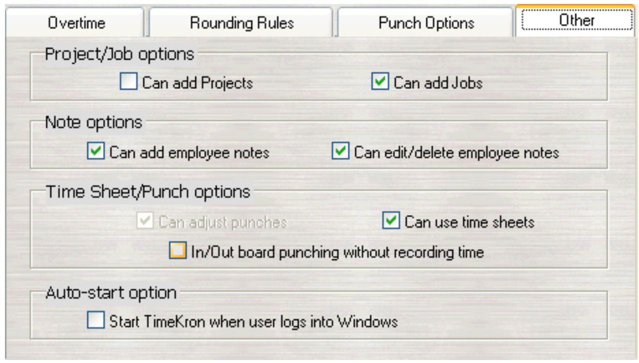
In some circumstances you may not want the employee to have the option to uncheck "Remember Log On". If this is the case, then you will want to check the "Lock logon between sessions" option. This will prevent the user from un-checking "Remember Log On". The option will still appear for administrative reasons but the user will be required to enter a Super Administrator User Name and Password before they will be allowed to Log Off.

Auto-punch options

Most of the time a punch 'in' or 'out' is a conscious act done through TimeKron's punch clocks or some external punch clock. In some instances, though, you may want to coordinate your punching in and out with your activities on your computer, or more specifically your activities on TimeKron. These two options will punch an employee in whenever they start up TimeKron or it could also automatically punch them out when they exit the application. This can save a few keystrokes or mouse clicks as your first and last punches of the day are as simple as starting and exiting the program.

When used in conjunction with the Remember/Lock Logon feature above, an employee's first punch of the day is as simple as double clicking the TimeKron icon on the desktop.

Other



Project / Job options

When punching in, all employees can specify a project and job from the list. Occasionally, however, an employee may be working on a project or job that isn't in the list. If that is the case, then they may need to add a project or job on the fly. Here you can specify if you want employees adding projects and jobs in this manner.

Note Options

TimeKron gives employees the ability to add notes as easily as punching in or out. Here, you can specify if you want employees to have that ability. Additionally, you can allow the employees the ability to edit and delete employee notes.

Time Sheet / Punch Options

Every employee in TimeKron can punch in and out. Additionally, every employee can view their hourly data on the Time Sheet page. In order to add records to the Time Sheet, however, each employee needs to have the 'Can use time sheets' option checked. Additionally, you can allow employees to adjust their own punches. If that option is checked they will be able to adjust their punch starting and ending times in the punch grid as well as when punching in and out. The third option in this section, 'In/Out board punching without recording time', is generally meant for those employees who want to use the In/Out board for tracking their In/Out Status, but don't want to create Punch records when they punch in and out. In other words, if an employee has this option checked, they can punch in and out just like anybody else and they will be tracked on the in/out board. However, you will not see punch records created for that employee in the Punch Records grid (see *Chapter 8 – Punch Records*).

Auto-Start option

The Auto-Start option can make using TimeKron even easier. With this box checked, TimeKron will attempt to start the application when Windows starts up. It is important to note, however, that several other things need to be set up for this to work properly. First, the Workstation option allowing Auto-Start needs to be checked or the Auto-Start policy will be ignored (see *Chapter 3 – Getting Started*).

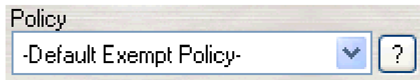
Second, the Auto-Start feature needs to be able to Log On as a specific employee. Because of this, the employee will need to be set up with the Remember Logon feature from the previous section. If this is not set up or a 'token' not established for the employee, then the Auto-Start policy will be ignored. If those two things are in order, then TimeKron will start up when Windows starts up and the employee will be automatically logged on. Starting up in this way will not display the main application, but will instead start TimeKron in Stand By mode. The application will be running but it will only be represented in the system tray. The application is started up and ready to go. You can access the features from the Quick Start menu (see *Chapter 13 – Quick Start – System Tray*) which is accessible through the system tray icon.

> Note – When the **Auto-Start** option is used in conjunction with **Remember Logon** and the **Auto-Punch** options, users can be setup to automatically Punch In when they start their computers and automatically Punch Out when they turn their computers off.

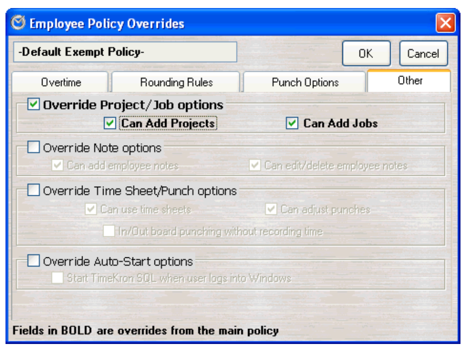
Employee Policy Overrides

Employee Policies are a good way to setup the rules of the software, but as we all know, sometimes there are exceptions. Instead of creating a new policy for each exception, we can make use of Employee Policy Overrides. Employee Policy Overrides allows you to override specific policy settings on an employee by employee basis.

This is done from the main Employee Information page. Access the policy override for the employee by clicking the [?].



In this example, "-Default Exempt Policy-" does not allow employees to add projects or jobs. If you wanted to override those settings, you would click the Override Project/Job options and then check the settings that you want.



This employee would be set up to add projects and jobs, even though the policy does not normally allow it. Also note that when we activated the Override Project/Job options that it was the only section activated. Each section needs to be activated separately. The other sections will still be inherited from the original policy.

If an employee has any overrides in effect, the  button on the Employee Information page will look like this: .

Another important point is that if an employee changes policies, the overrides will still stay in effect. For example, if an employee is set up with "-Default Exempt Policy-" and has overrides in effect, if that employee changes to "-Default Non-Exempt Policy-", those overrides will still be in effect. It may be possible that the overridden value is the same as the original value, but it will still act like an override.

Chapter 12 – Submission and Approval

If your company uses time sheets, the time sheets will most likely have to go through some kind of approval process. Time Sheets that are submitted usually need to be approved by an administrator before the time is submitted to payroll. TimeKron handles this process through the Submission/Approval feature.

What is the Submission/Approval process?

The Submission/Approval process is how a time sheet goes through an examination process and how that time sheet is eventually given to payroll for processing. First is the submission part. After an employee fills out a time sheet, they need to submit that time sheet to an administrator for approval. In TimeKron, submitting a time sheet is as simple as clicking a button that says Submit. When a time sheet is submitted, the employee will have the option of sending an email reminder as well. When an administrator sees a submitted time sheet, they have the option of approving it or not approving it. Either way, they can send a response e-mail back to the employee. In a nutshell, that is the Submission/Approval Process.

It should be noted that it is not necessary that you use the Submission/Approval process in TimeKron. The system can work fine without it. But for those companies that want a time sheet approval process, it is available.

Time Sheet Status

Time Sheets in T/SQ can have one of four statuses. Each Status is described below.

Not-Submitted

The Not-Submitted status is essentially the default status for every time sheet. Time sheets on this status will have the white color and will be editable. From this status you can submit a time sheet, or jump right to approved status.

Submitted

The next status is Submitted. A Submitted time sheet will have a light blue color and will not be editable. From this status, you can Un-Submit the time sheet (taking it back to Not-Submitted status), or you can Approve it.

Approved

The next status is Approved. An Approved time sheet will have a light blue color and will also not be editable. From this status, you can Un-Approve the time sheet.

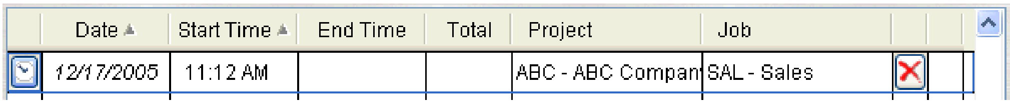
Mixed

The next status, while rare, is called Mixed. Simply put, a time sheet on Mixed status has more than one status for the selected week. For example, if one time sheet had some Submitted time and some Un-Submitted time, then the time sheet would be on Mixed status.

Submitting

When submitting time for a week, TimeKron will submit all time records that exist for that week. This includes both Time Sheet and Punch records. If you are only submitting Time Sheet records, you should be able to submit the time sheet easily. If your time sheet submission contains punch records, the punch records need to conform to a couple of rules:

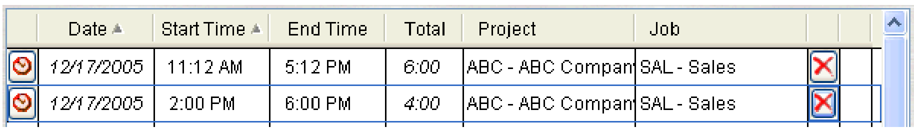
First of all, there can be no Punch records in that period that are 'open' punches:



	Date	Start Time	End Time	Total	Project	Job	
	12/17/2005	11:12 AM			ABC - ABC Compan	SAL - Sales	

An open punch is a punch that has a start time but no end time. If you have open punches in the time period to be submitted, you need to either remove those records or add an end time to close those records out.

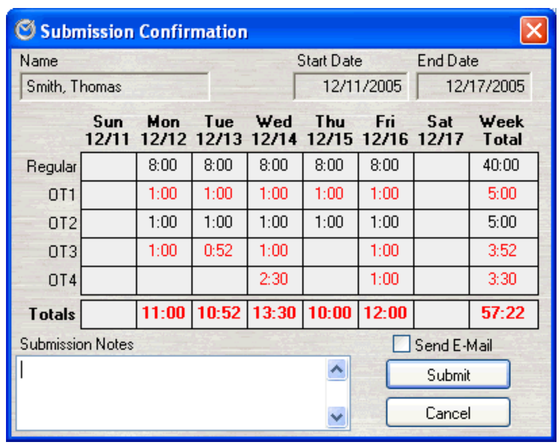
Secondly, none of the punch records can have overlapping time:



	Date	Start Time	End Time	Total	Project	Job	
	12/17/2005	11:12 AM	5:12 PM	6:00	ABC - ABC Compan	SAL - Sales	
	12/17/2005	2:00 PM	6:00 PM	4:00	ABC - ABC Compan	SAL - Sales	

Those records will have to be straightened out before you are allowed to submit.

When you click on the Submit button either on this form or the main form, TimeKron will perform these checks for you. If either of these problems exist, you will not be able to submit. If you are able to submit the Time Sheet, you will then see a form such as this:



Submission Confirmation

Name: Smith, Thomas — Start Date: 12/11/2005 — End Date: 12/17/2005

	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Sat 12/17	Week Total
Regular		8:00	8:00	8:00	8:00	8:00		40:00
OT1		1:00	1:00	1:00	1:00	1:00		5:00
OT2		1:00	1:00	1:00	1:00	1:00		5:00
OT3		1:00	0:52	1:00		1:00		3:52
OT4				2:30		1:00		3:30
Totals		**11:00**	**10:52**	**13:30**	**10:00**	**12:00**		**57:22**

Submission Notes

Send E-Mail

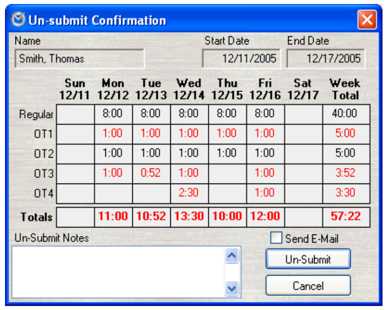
Submit

Cancel

From here you can confirm the Totals and date range and enter in any submission notes you might want to include. Additionally, there is a Send E-Mail option. If you put a check on that option, an email will be sent to all administrators who are set up to receive emails that have access to you, to inform them that you've submitted a time sheet. Even if you don't want to send an email, the Time Sheet can still be submitted. When you are prepared, just click on the Submit button. That's it, your time sheet has been submitted. An important thing to remember about time sheets, is that once you've submitted a time period, no new data can be added for that time period. So make sure you have all that data together that you want submitted, before you do that actual submitting.

Un-Submitting

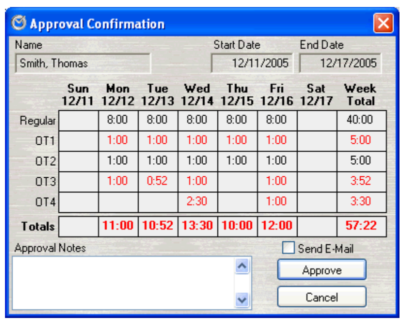
If there is a change you want to make on the Time Sheet, you can use the Un-Submit button. Only submitted Time Sheets can be un-submitted. If an administrator is reviewing a time sheet and can't approve it for a particular reason, you will want to use the Un-Submit process. Once you click on Un-Submit, you will see a very similar screen as before.



Once the Time Sheet has been un-submitted, you can go back to the main form to make changes.

Approving

In many ways, the approval process is a bit easier than the submission process. As an administrator, you can approve both un-submitted and submitted time sheets. If you are on an un-submitted time sheet, technically you can go directly to approved status, but the time sheet will still go through the same checks for submission before it is actually approved. When you are viewing a time sheet that is correct and you want to approve it, just click the Approve button. You will then see a form like this:



Once again you can enter in any approval notes and you can send an email to the employee that informs them that the time sheet was approved. To finalize the approval, just click the Approve button.

Un-Approving

Occasionally, there may be a need to make a change to an Approved time sheet. Because the Approved date range is locked, you can't add or modify data directly. The first step in the process is to Un-Approve the time sheet. Un-Approving the time sheet simply takes the time sheet from Approved Status and moves it back to Submitted Status. If you need to make changes, you can then use the Un-submit function.

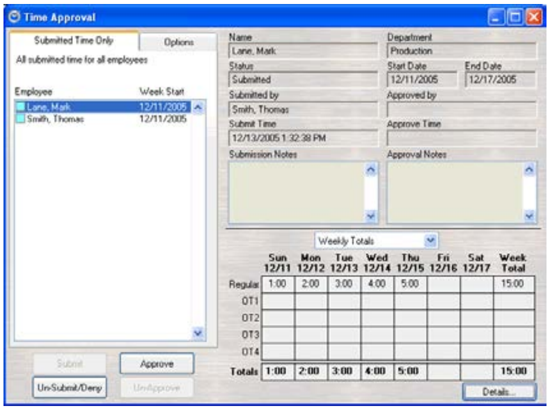
Who can Submit / Un-Submit?

Submitting and Un-Submitting timesheets can be done by virtually every employee. Each employee needs to be able to use time sheets (see *Chapter 11 – Employee Policies*) as set up in the policy section. If an employee is set up to use time sheets then they can submit and un-submit time sheets as well. It must also be noted that administrators also have the ability to submit time sheets. This means not only their own, but also timesheets of employees that they have full access to.

Who can Approve / Un-Approve?

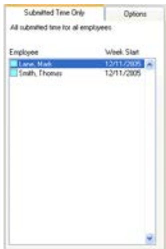
Approving and Un-Approving of time sheets is a task that can be done by administrators only. An administrator has access to approve time sheets for any employee they have access to (unless it is Read-Only access).

Time Sheet Approval Form



Submitting, Un-Submitting, Approving and Un-Approving can all be done through the main form on an employee by employee basis. For submitting time sheets, this might be ideal. However, when administrators need to approve time sheets moving from employee to employee on the main screen can be time consuming. For that reason, we have the Time Approval Form. This form can show time sheet information for all employees at once if necessary.

Submitted Time Only



When an administrator first opens the form, the Submitted Time Only page will be selected. This list will show all employees that the administrator has access to that have submitted time sheets waiting for approval. All employees' submitted weeks will be shown. For administrators that want quick access to only those time sheets that are submitted, this is where they would go. If you want to see more than just submitted weeks, click the Options page.

Options

On this page, you can select the week you want as in the main form. Additionally, you can select from one of the departments that the administrator has access to. On the right hand side of this page, you can also choose the type of weeks you want displayed. If you only want to see employees' 'non-submitted' time sheets for a particular week, then keep the Non-Submitted box checked and un-check the other three boxes. The list below will show you which employees, weeks and statuses adhere to the criteria. The week statuses are shown in the column at the left and the color legend as shown above.

Time Sheet Info

This section holds the basic information for each time sheet. Whether you are choosing an employee from the 'Submitted Time Only' page or from the 'Options', you will see these fields. If a time sheet is still on 'not-submitted' status, these fields will still be there, but the submit and approve fields will be blank.

Time Sheet Summary

In the lower right part of the Time Approval form is the Time Sheet Summary section. This section breaks down time for each work sheet into useful totals.

Weekly Totals

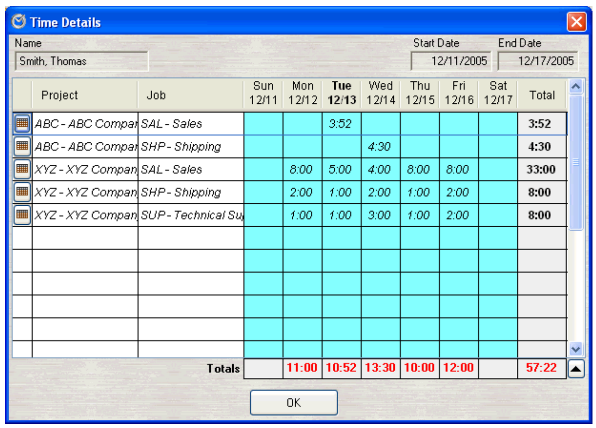
	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Sat 12/17	Week Total
Regular		8.00	8.00	8.00	8.00	8.00		40.00
OT1		1.00	1.00	1.00	1.00	1.00		5.00
OT2		1.00	1.00	1.00	1.00	1.00		5.00
OT3		1.00	0.87	1.00		1.00		3.87
OT4				2.50		1.00		3.50
Totals		**11.00**	**10.87**	**13.50**	**10.00**	**12.00**		**57.37**

Here you can see how the week breaks down between Regular and Overtime hours. If you are interested in Project and/or Job Totals, just select it from the drop down list box.

This section can break the time down by projects and jobs. Here, you can see the breakdown for each project and job combination. You can also break it down by just projects or just jobs by selecting a different option from the drop down list box.

Time Sheet Details

If the summary section isn't sufficient to approve time, the  button can show the entire time sheet.



Keep in mind that any time sheet viewed through the Details function cannot be edited, even the time sheets that are on Not-Submitted status.

Email Notification

Email Notification was discussed previously with regard to submitting and approving time sheets. This option is not necessary, but can be a handy tool to use so that administrators know when time sheets need to be approved and employees know if their time sheets have been approved. To use Email Notification, you need to have two things. First, you need to make sure that Email Configuration is set up properly (see *Chapter 3 – Getting Started*). Second, you need valid email addresses for employees and administrators alike. If an employee or administrator doesn't have an email address set up in Employee Information (see *Chapter 4 – Employee Information*), then they can't receive emails.

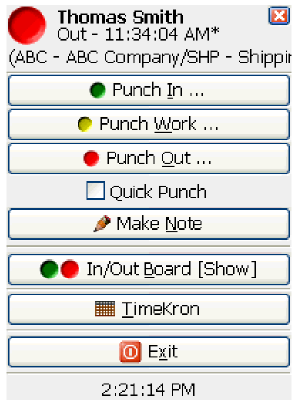
As far as administrators are concerned, if an administrator wants to receive email notifications from employees, then the security needs to be setup properly. Full access (green check mark) does not receive email notifications from employees. You will need Full w/email (blue check mark) to receive email notification.

Employees receive email notification responses from administrators regardless of their security settings.

Chapter 13 – Quick Start Menu

Whenever you start up TimeKron (except for Punch Station mode), the Quick Start menu icon will appear in the System tray in the lower right part of your screen.

The TimeKron Quick Start icon is circled above. From the Quick Start Menu, you can quickly access the important features of TimeKron.

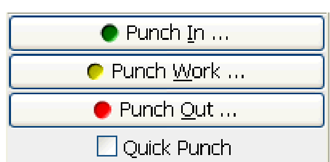


Current User/Status

The Quick Start menu always displays the currently logged on user. This is the user who entered in their user name and password when the application started up. Here the current user is Thomas Smith.

Additionally, you can see the current In/Out status as well as the last punch time of Thomas Smith. In this case, Thomas Smith was punched out at 11:34 AM. You can also see the details of the last punch including the project and job.

Punching In/Out



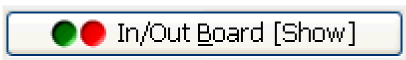
From these three buttons, the current user can punch in and out simply from the System tray. The punching process is identical to the one discussed is *Chapter 6 – Punching In and Out*. If Quick Punching is more your style, you can check the Quick Punch checkbox and clicking the Punch buttons will quick punch you in or out. In this case punching is as simple as a single click.

For those employees who want a quick punching process, this is your answer. The system tray is always available and all the employee has to do is to click on the TimeKron icon in the system tray and then punch in or out. Two clicks and you are punched in or out.

Make Note

The Quick Start menu also allows quick access to add notes into TimeKron. These notes are unlimited and free form so you can add as many as you like. Just click the TimeKron icon in the system tray and then click Make Note and you are there. For more information on Notes, refer to *Chapter 9 – Notes*.

In/Out Board



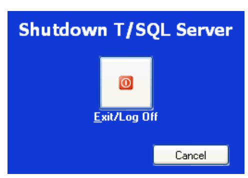
Another handy tool you can access from the Quick Start menu is the In/Out board. From this menu you can toggle the In/Out board on and off. For more information on the In/Out board, refer to *Chapter 5 – In/Out Board*.

TimeKron

This button will activate the main application.

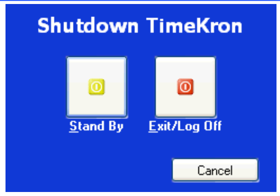
Exit

Quite simply, the Exit button will exit you out of the application. When you exit a screen will appear requesting you to confirm that you want to exit.



Stand By

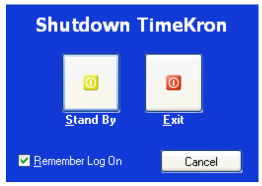
'Stand By' is a concept that is only partially associated with the Quick Start menu. When you try to exit from the Quick Start menu, you will get the exit screen as above. When you try to exit the application by clicking the 'X' in the upper right corner or by clicking on File>Exit, then you will see a different exit screen.



On this form, clicking the Exit/Log Off button will do just that, exit the application completely including the Quick Start menu. Clicking on the 'Stand By' button will do something different. Clicking on the 'Stand By' button will hide the main application, but the Quick Start menu will still be active in the system tray. This will give you access to some key features in TimeKron. If you want to go back into the main application, you can still do that through the Quick Start menu.

Remember Logon

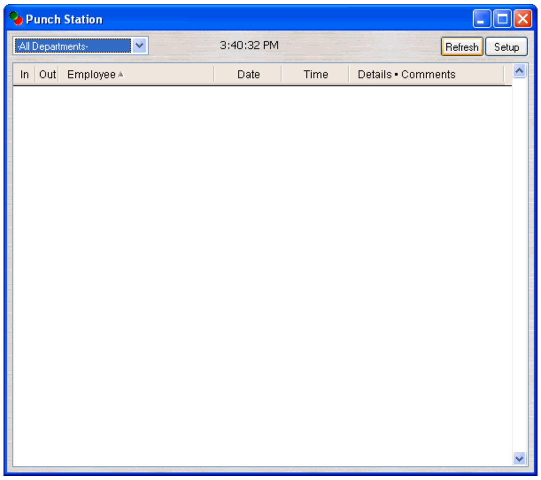
Another feature when exiting is the Remember Logon feature:



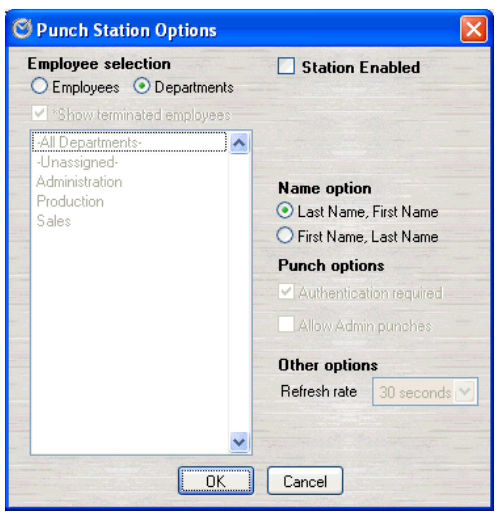
TimeKron has the option of remembering Log On information for users. For more details, see *Chapter 11 – Employee Policies*. For those users that are set to have their Log On information remembered, the exit screen will look like this. If you want TimeKron to remember your Log On info, then leave the checkbox checked and exit the application. The next time you come in to TimeKron, it should bypass the log on screen. Users who have their Log On info 'locked', will also see this screen. It behaves in exactly the same way, except for the Remember Log-On checkbox. If a locked user tries to uncheck the box, TimeKron will prompt you for a user name and password. To properly unlock a locked user, a Super Administrator needs to authorize it.

Chapter 14 – Punch Station

Some office environments will allow individuals to access TimeKron from their own workstation where they can punch out at their leisure. This is usually done by use the Punch feature through the Quick Start menu. Other offices, however, may still need to have employees punch in and out, but won't have workstations for all of them. For that situation, we have the Punch Station. The Punch Station is different from other TimeKron features. To access Punch Station, click Start>Programs>TimeKron>Punch Station. The first time in, you may see a screen that looks like this:



The Punch Station can be accessed by anybody, but a Super Administrator must first set it up. If a Super Administrator does not set up the Punch Station, it will always be blank as you see here. To set up the Punch Station, a Super Administrator clicks on the Setup button. It will prompt for a username and password. After the Super Administrator enters the info, the following screen will apear:



All of these options have an effect on how the Punch Station works, but the most important option is the Station Enabled option. If this option is unchecked, then nothing on the Punch Station will be enabled. Additionally, if this option is unchecked, you will be unable to change any of the other options. Once the Station Enabled option is checked, you can use the other options.

The Employee selection option works much in the same way as the In/Out Board (see *Chapter 5 – In/Out Board*). One or more employees or departments may be selected for viewing. Also keep in mind, you can create multiple punch stations on your system. One Punch Station may keep track of the Administration department, and another may track the Sales department.

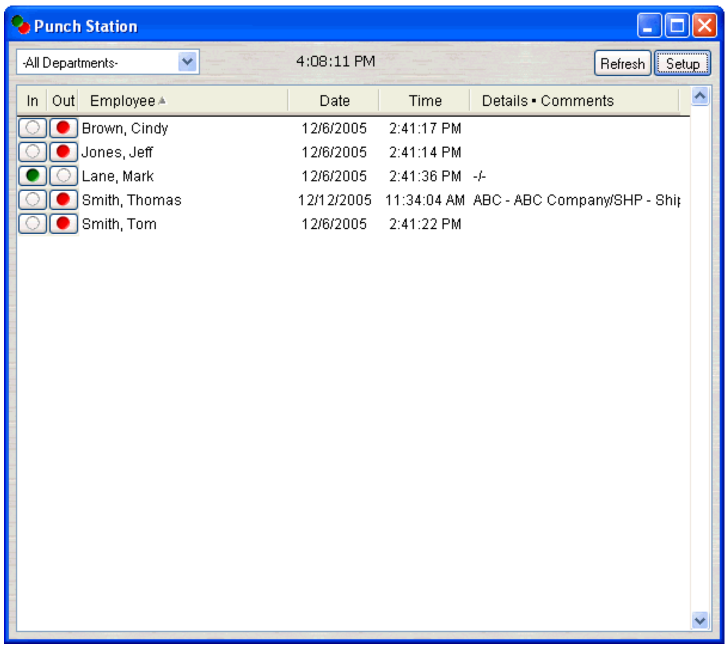
The Name option will determine how the name is displayed in the Punch Station.

The Authentication Required option determines if authentication is required for each punch on the punch station. If this is checked, anytime someone punches on the punch station, they will be prompted to supply a user name and password.

Allow Admin Punches is similar to the above option in that it will allow Administrators to use their user name and password to punch other employees in and out.

Finally, the Refresh Rate determines how often the Punch station will automatically refresh.

After you've selected your options, click OK to go back to the main Punch Station form. If you've checked Station Enabled, it might look something like this:



As in the In/Out board, this form also has the current time and a refresh button for a manual Refresh of the Punch Station.

You can punch in and out by clicking in the In and Out columns for the specified employees.

Chapter 15 – External Punch System

TimeKron's main job is to track time worked. It does this through tracking both punches and time sheet time. The main source of TimeKron's punches is TimeKron itself. However, TimeKron does allow punches to be processed from outside of the TimeKron application. The External Punch System first must be enabled through the Super Administrator options before it can be used. See *Chapter 3 – Getting Started*.

Open Architecture Punching

Open Architecture Punching (or OAP for short) is the technology that TimeKron uses to integrate external punches into the application. In essence, OAP can provide the ability for TimeKron to accept punches from virtually anywhere. Through an ODBC connection, other applications can enter raw punch data into a staging table in the TimeKron database. TimeKron then detects and processes those staged punches. They are applied using all the policies and rules setup by the TimeKron administrator. The possibilities for using OAP are endless.

How to use it

Every TimeKron application sets up a database. One table that it sets up in that database is called External_Punch. This is the staging table which drives the OAP process. The relevant fields in this table are as follows: Badge ID, Punch Time, In/Out Status, Project Code, Job Code, Punch Location, and UTC Offset. To enter an external punch, you just need to insert a record into the External_Punch table. The minimum required fields are the Badge ID, Punch Time and In/Out status. The rest of the fields are voluntary. UTC Offset represents a time zone offset. If TimeKron is processing punches from two different time zones, it will use this field to normalize the times.

Hardware

Hardware such as punch clocks can also take advantage of OAP. Many hardware devices track things such as Punch times and In/Out status as well as a Badge ID that was used to punch with. With this basic information, you can transfer punch information from most punch clock hardware to TimeKron.

Device Manager

Software Techniques offers punch clock hardware for use with TimeKron. The entire package, which includes software and hardware, is called *TimeKron Complete*. The Device Manager software takes punches from multiple devices and transfers those punches to TimeKron. The supported devices include a Serial Port, Ethernet, and Modem time clock devices. For more information and pricing on the Device Manager and *TimeKron Complete*, contact Software Techniques at 540-721-1000.

OEM Integration

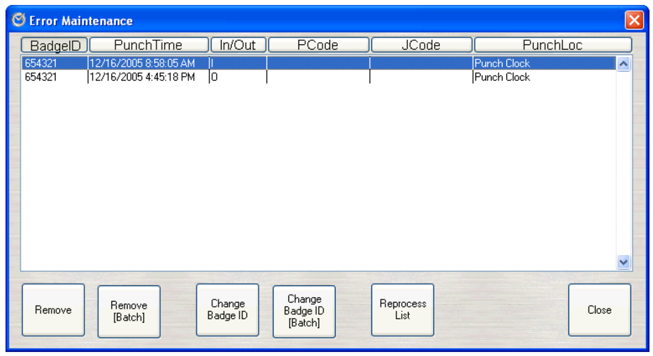
Through the use of OAP, other equipment manufacturers (OEM's) can integrate their punch clocks with TimeKron. Contact your OEM's for more information or contact Software Techniques for a list of recommended OEM's.

Web Based Punching

Another innovative way to use OAP technology is through the internet. Punching in to TimeKron could only be a few mouse clicks away. Web sites can be created to accept punch information and then send the results to TimeKron. One way to accomplish this is through the use of an ASP script. *Appendix A* provides a sample ASP script which can be used by your own web administrator to integrate OAP into your company's own web page.

External Punch Error Maintenance

While using OAP technology and the External Punch System is very useful and flexible, there are times when punches entered externally cannot be processed. The primary reason for a processing error would be an invalid Badge ID. In this cases, we need to use the External Punch Error Maintenance form. To access this form, click on **Tools -> External Punch Maintenance**.



This form shows every punch in the External_Punch database that has not been processed. The relevant data for each punch is displayed in the listbox. The key data for each punch is the Badge ID, Punch Time and In/Out.

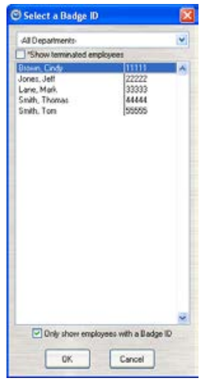
When dealing with punch errors in this form there are several things you can do.

Remove and Remove (Batch)

If you see a punch in this screen that does not belong, you can simply remove the punch. If you want to remove a single punch, just click the punch record and then click the Remove button. You will be given a brief confirmation screen before the punch is officially removed. The Remove (Batch) button can remove all punches for a specified Badge ID. If you want to remove all punches of a particular Badge ID, just click a single record with the Badge ID that you want to remove and click the Remove (Batch) button. The confirmation screen will be similar, but it will refer to removing all punches with the same Badge ID.

Change ID and Change ID (Batch)

Another approach to correcting punch errors is to change the Badge ID of a punch. It is possible and likely that some employees' Badge Ids will change over time. If the Badge ID change does not get updated in TimeKron, then it will not be able to associate a Badge ID with the correct employee. To change the Badge ID of a punch, click the punch you want to change and click the Change Badge ID button.



On this screen, you can see each employee in the system and their Badge ID. Just select the employee and Badge ID that you want to change the punch to and click OK.

You will then be given a final confirmation screen about the Badge ID change.

To complete the Badge ID change, click OK.

The Change Badge ID (Batch) button works in a similar fashion. You still select a single record of the Badge ID you want to change. After clicking the Change Badge ID (Batch) button, the same Badge ID selection form will come up. The confirmation screen will look a little different.

To change all the Badge Ids, just click the OK button. Following the changing of a Badge ID (either single or batch), the entire list will be reprocessed. In theory, the punches you've just changed should actually process now and they should be removed from the list.

Reprocess List

Corrections to the Badge ID can also be made in the main application. If you have already made the necessary adjustment to the Employee Information you will need to reprocess the list of errors. To do this, click the Reprocess List button. This will attempt to reprocess all of the external punches. Any external punches that have been successfully processed will no longer appear on the list. Any external punches that still appear on the error list were unable to be reprocessed.

Warning Icon

If you are using the External Punch System and OAP, you will probably want a way of knowing if there is a problem with your external punches. TimeKron provides this with a warning icon. If external punch errors exist, you will see an icon like this on the main screen.

This will appear in the lower left part of the screen. For quick access to those errors, just click the icon itself and the Punch Error Maintenance form will come up.

Chapter 16 – Reports

TimeKron has well over 20 different report forms and a number of the reports have different variations of that report. There are many features that are common among report screens.

Common Features

This information will be seen in every report.

Report Title

This is the name that will appear in each report header as the report title. Each report comes with a set name, but you can change it you wish. Below the Report Title is the report description giving a brief description of the report.

Administrator Title Lock

When a Report Title is changed, it is changed for the entire system. If an administrator wants to lock down report titles to keep people from changing them, they can click on this button. Then only administrators can change that report's title. This setting can be different for each report.

Low Resolution Printer

Occasionally, some TimeKron reports have graphics to display. Some printers may have trouble printing some graphics. If you want to print a report without a lot of graphics, just check this option and it will be mostly lines and text. This setting is for the workstation only.

Company Logo in Header

In the Super Administrator Options form, each system can specify a Company logo to appear in reports. If you have a company logo specified, this checkbox will be enabled and you can check it off if you want to see the logo in the report.

Company Name in Title

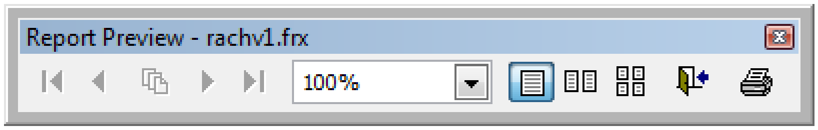
Also in the Super Administrator Options form, each system can also specify a company name to appear in reports. If you want to see the company name in the header of the report, just check this option.

Print button

This button will print the current report.

Preview

This button will allow you to Preview the report before printing, emailing or creating an HTML document. In the Preview mode, a Report Preview Toolbar will appear on the screen

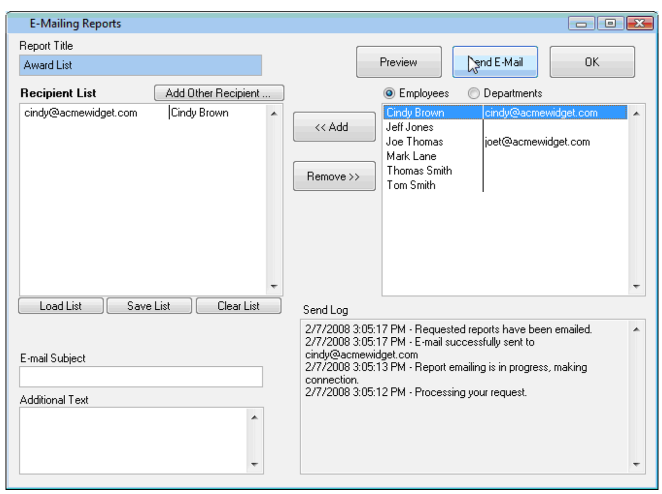


The Report Preview Toolbar allows you to select any portion of the report you want to view. With the Report Preview Toolbar you can:

- Move to the first or last page of the report
- Move to the previous or next page of the report
- Move to a specific page in the report
- View one, two or four pages at a time
- Zoom in or out of the report
- Print the report
- Close the Preview window

E-mail

This button will allow you to e-mail the report to an employee or manager. After clicking on the E-mail button the follow screen will appear:



The report's title is in the upper left part of the form. If you want to see the e-mail that will be sent, you can click the Preview button. In the lower left part of the form, you can enter the e-mail subject and any additional text you want to include.

The list on the right is a list of employees and their e-mail addresses, if they have one. To add an employee to the recipient list, double click the employee or click the recipient and click the **Add** button. If you want to include a recipient that is not in the list, click the "**Add Other Recipient**", which is located above the Recipient List. A window will appear. Enter the e-mail address of the recipient and click **OK**. If you want to send an email to all employees within a department, click **Departments**, and select the department(s). Only employees with e-mail addresses will receive the report.

Once you have selected one or more recipients, the **Send E-Mail** button will become enabled. When you have selected all the recipients, click this button and it will start sending the E-mails. The Send Log section in the lower right will display the sending progress.

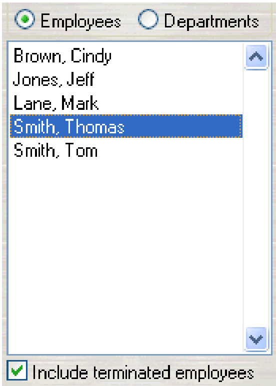
HTML

This button will allow you to create and save an HTML document. When the Save Window appears, give the HTML document a name and click **Save**.

Common Report Criteria

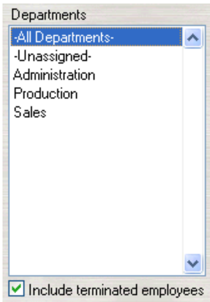
Throughout all of the reports, there will be a number of different controls used to determine the criteria for the report.

Employee/Department Selector



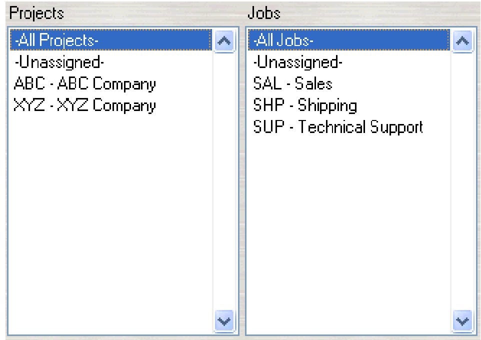
This one allows you to select one or more employees or one or more departments for the report selection. Additionally, you can remove terminated employees from the selection by un-checking the checkbox on the bottom.

Department Selector



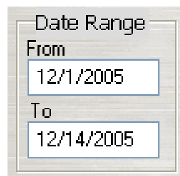
This one is very similar, but it only allows departments to be selected, no employees.

Project / Job Selector



Most of the reports allow you to pare down by project and job. Here you can specify which projects and/or jobs you want to report on.

Date Range

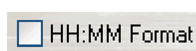


Most of the reports also have date constraints. Here you can specify a from and to date for the report.

Submission Types

In TimeKron, time can have three different statuses: Approved, Submitted and Un-submitted. Here you can specify the kinds of time-status you want to report.

Time Format

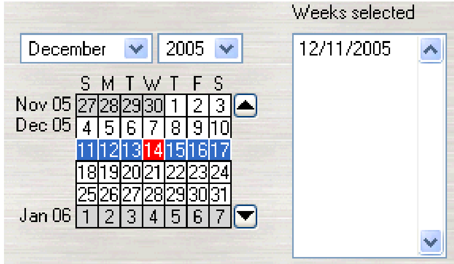


With this option, you can specify how you want the time displayed in each report. If this is checked, time totals will be displayed in hours and minutes (e.g. 10:15). If it isn't checked, time totals will be displayed in hundredths of an hour (e.g. 10.25).

Sorting options

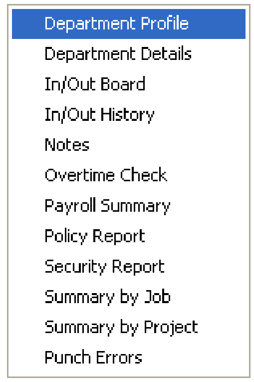
Some reports have a sorting option as well. Here you can specify one of many ways to sort the report's data.

Week Selector



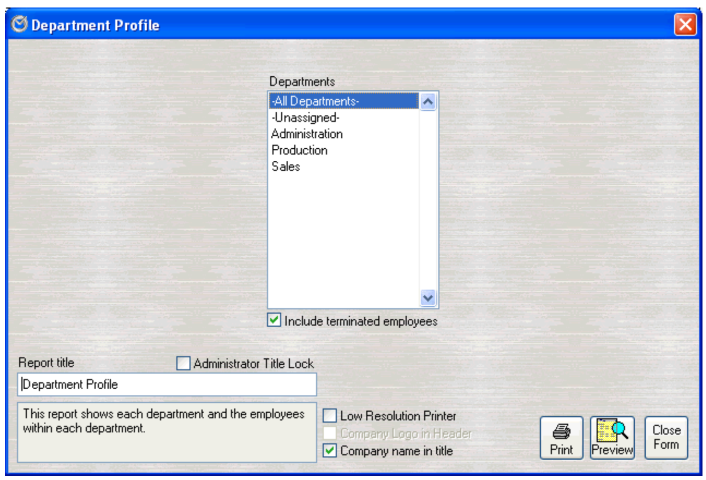
Some of the reports, also have a week selector as shown here. Here you can select one or more weeks to report on. The weeks you've already selected are shown on the right.

Department Reports



Department Profile

This report shows each department and the employees in that department.

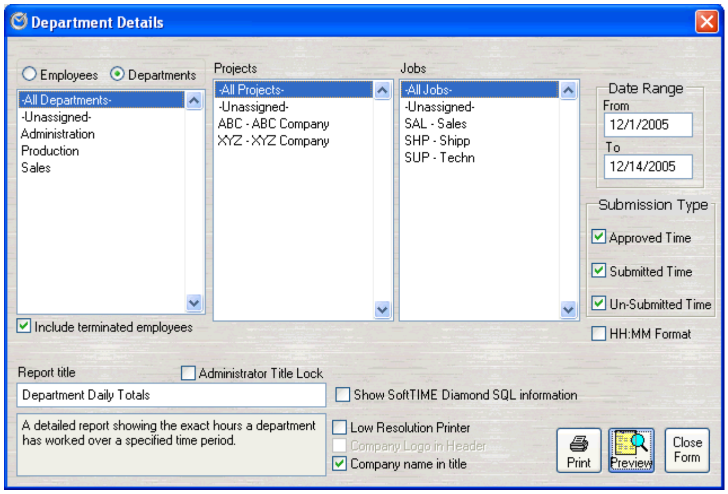


Department Profile	12/14/2005 page 1

Department	Description	Employee
Administration	Responsible for general office administration	Brown, Cindy Smith, Thomas Smith, Tom
Production		Lane, Mark
Sales		Jones, Jeff

Department Details

This report shows the hours worked by each department.



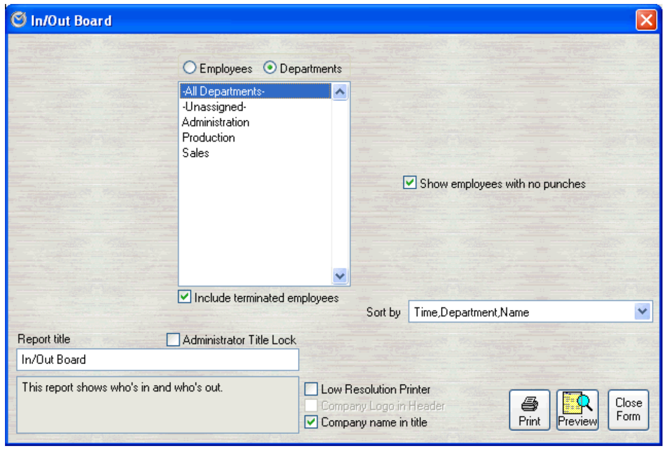
Department Daily Totals
Administration
Date Range: 12/1/2005 - 12/14/2005

12/14/2005
page 1

Day	Project	Job	Employee	Hours
Sun 12/4/2005	ABC - ABC Company	SAL - Sales	Smith, Thomas	2.00
			Daily total:	**2.00**
Mon 12/5/2005	ABC - ABC Company	SAL - Sales	Smith, Thomas	3.00
			Daily total:	**3.00**
Thu 12/8/2005	ABC - ABC Company	SHP - Shipping	Smith, Thomas	0.75
			Daily total:	**0.75**
Mon 12/12/2005	XYZ - XYZ Company	SAL - Sales	Smith, Thomas	8.00
		SUP - Technical Support	Smith, Thomas	1.00
		SHP - Shipping	Smith, Thomas	2.00
			Project total:	**11.00**
			Daily total:	**11.00**
Tue 12/13/2005	ABC - ABC Company	SAL - Sales	Smith, Thomas	3.87
	XYZ - XYZ Company	SAL - Sales	Smith, Thomas	5.00
		SUP - Technical Support	Smith, Thomas	1.00
		SHP - Shipping	Smith, Thomas	1.00
			Project total:	**7.00**
			Daily total:	**10.87**

In/Out Board

This report shows the current in/out status of a group of employees.

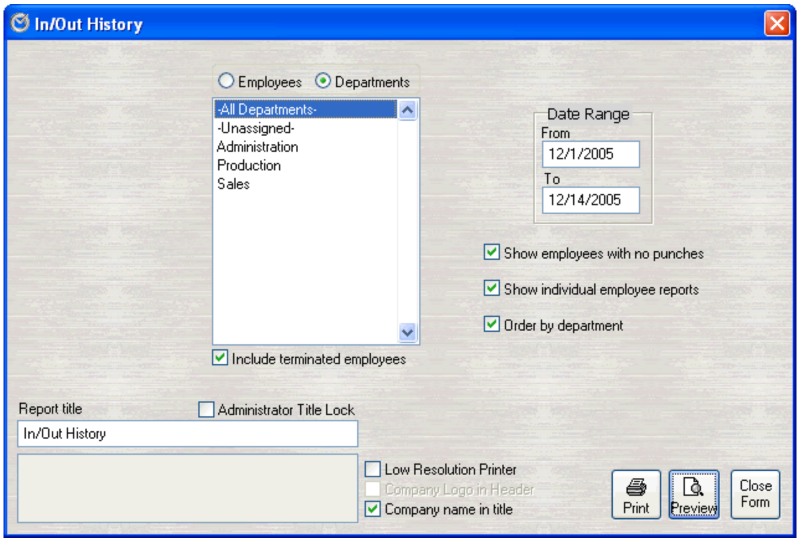


In/Out Board 12/14/2005 page 1

In	Out	Date\Time	Department	Employee	Location	Notes
	●	12/6/2005 2:41:17	Administration	Brown, Cindy	vp:BEARBOX	

In/Out History

This report shows a history of in/out punches for the specified date range.

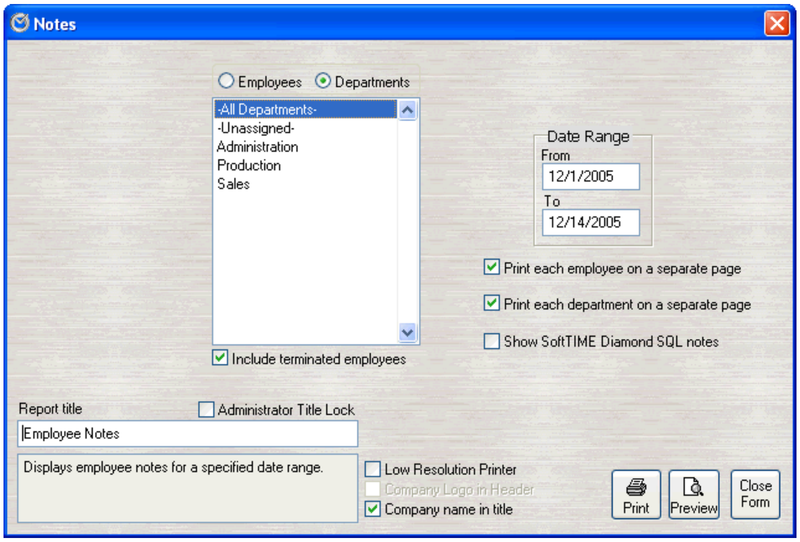


In/Out History Department: Production Lane, Mark Date Range: 12/1/2005 - 12/14/2005	12/14/2005 page 1

In	Out	Date\Time	Location	Notes
		12/6/2005 2:41:36	vp:BEARBOX	-/-
		12/6/2005 2:41:10	vp:BEARBOX	

Notes

This report allows you to report on notes from your employees for a specified time period.



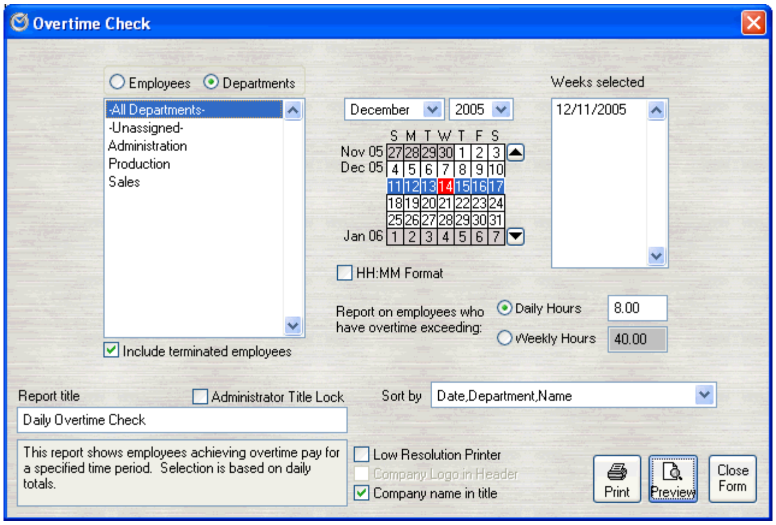
Employee Notes
Department: Administration
Smith, Thomas
Date Range: 12/1/2005 - 12/14/2005

12/14/2005
page 1

Date\Time	Notes
12/12/2005 9:31:56	Got in really late today because of the snow.
12/2/2005 9:42:05 AM	test note

Overtime Check

This report shows employees who have exceeded daily or weekly overtime amounts. You can specify whether you want to compare on daily or weekly overtime.



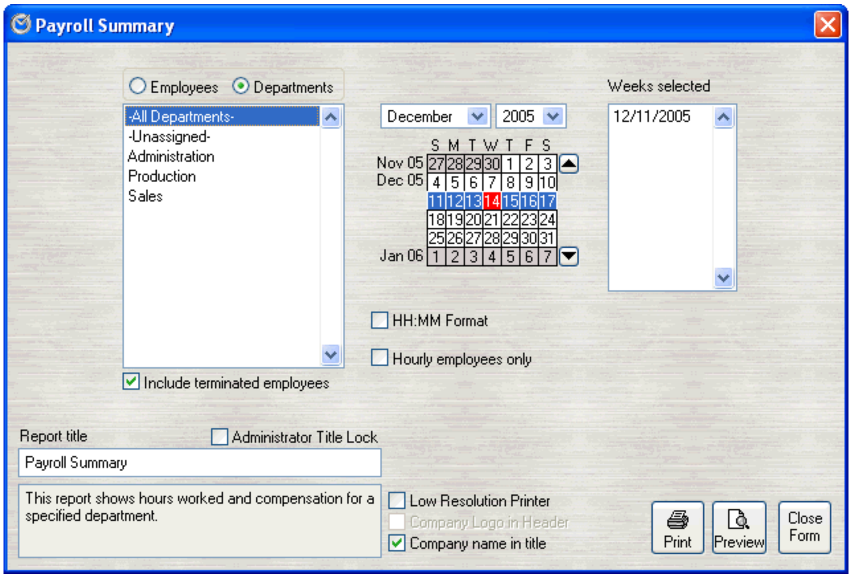
Daily Overtime Check
Week(s) reported: 12/11/2005
Hours exceeding: 8.00

12/14/2005
page 1

Date	Department	Employee	Hours Worked
12/12/2005	Administration	Smith, Thomas	11.00
12/13/2005	Administration	Smith, Thomas	10.87
12/14/2005	Administration	Smith, Thomas	13.50
12/15/2005	Administration	Smith, Thomas	10.00
12/16/2005	Administration	Smith, Thomas	12.00

Payroll Summary

This report breaks down regular and overtime hours worked and displays the compensation for each employee.

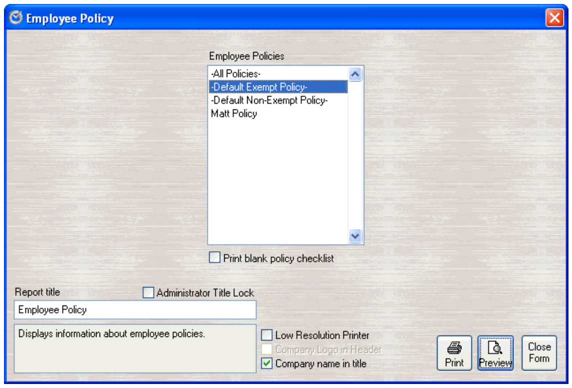


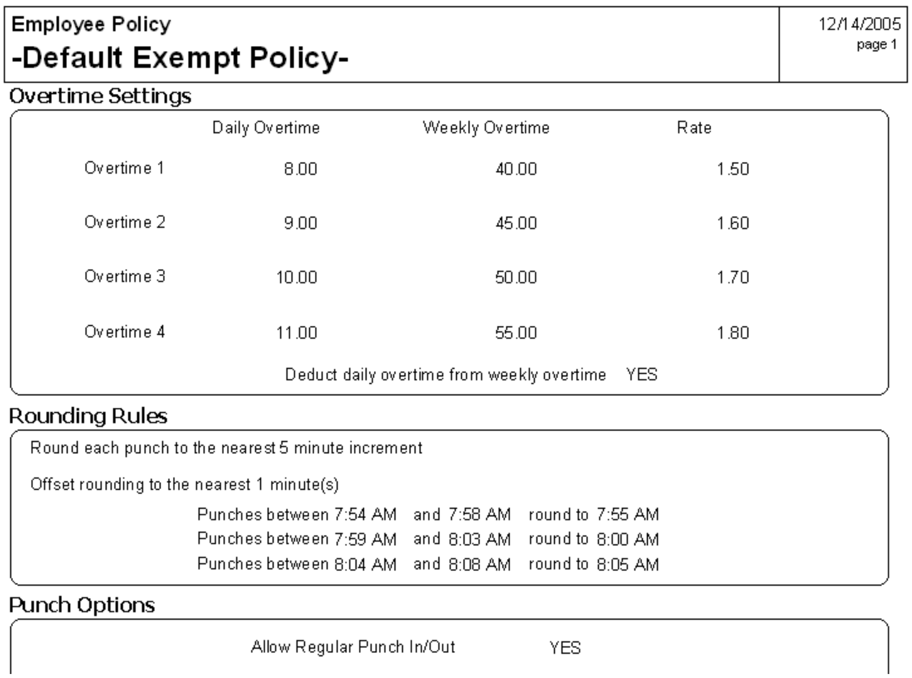
Payroll Summary 12/14/2005
Week(s) reported: 12/11/2005 page 1
Administration

Employee	Department	Week Start	Base Pay	Hour Type	Hours	Adjusted Pay	Compensation
Smith, Thomas	Administration	12/11/2005	$10.00/Hourly	Regular	40.00	$10.00/Hourly	$400.00
				OT1 [8.00/40.00]	5.00	$15.00/Hourly	$75.00
				OT2 [9.00/45.00]	5.00	$16.00/Hourly	$80.00
				OT3	3.87	$17.00/Hourly	$65.79
				OT4	3.50	$18.00/Hourly	$63.00
				Totals	**57.37**		**$683.79**

Policy Report

This report displays the basic information for each policy selected.





Employee Policy

-Default Exempt Policy-

12/14/2005
page 1

Overtime Settings

	Daily Overtime	Weekly Overtime	Rate
Overtime 1	8.00	40.00	1.50
Overtime 2	9.00	45.00	1.60
Overtime 3	10.00	50.00	1.70
Overtime 4	11.00	55.00	1.80

Deduct daily overtime from weekly overtime YES

Rounding Rules

Round each punch to the nearest 5 minute increment

Offset rounding to the nearest 1 minute(s)

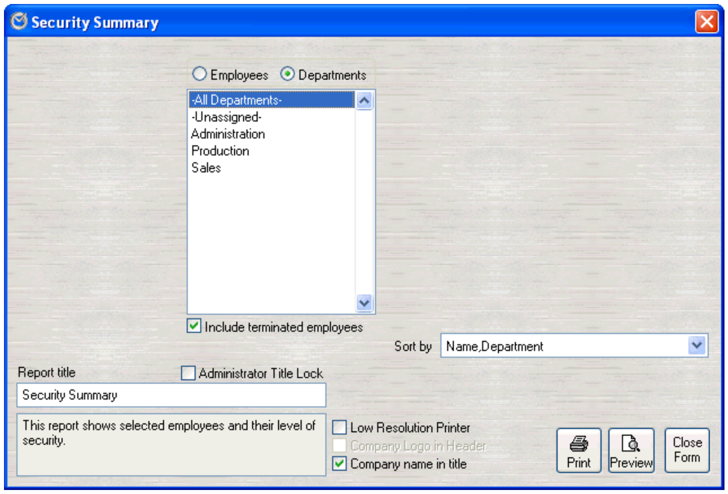
Punches between 7:54 AM and 7:58 AM round to 7:55 AM
Punches between 7:59 AM and 8:03 AM round to 8:00 AM
Punches between 8:04 AM and 8:08 AM round to 8:05 AM

Punch Options

Allow Regular Punch In/Out YES

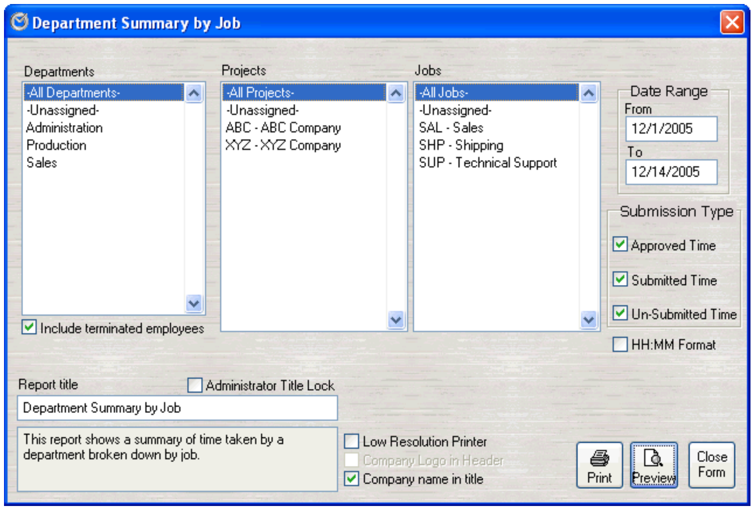
Security Report

This report will show the different security level settings for the selected employees.



Department Summary by Job

This report summarizes department information by job.

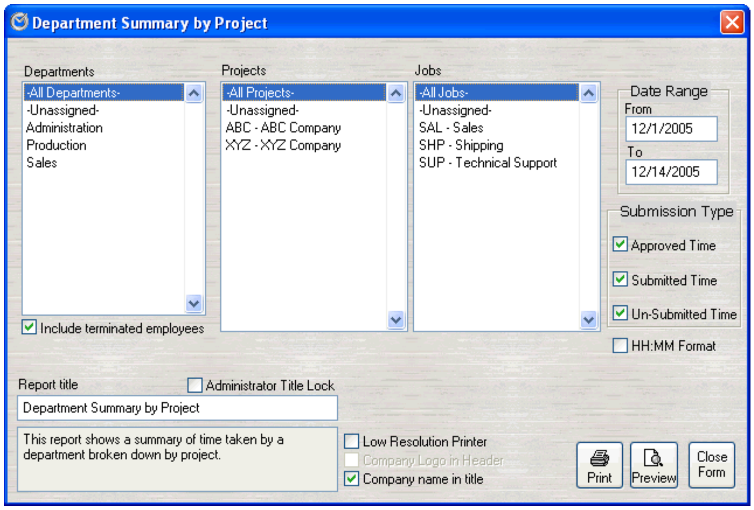


Department Summary by Job Administration Date Range: 12/1/2005 - 12/14/2005	12/14/2005 page 1

Job	Project	Hours
SAL - Sales	ABC - ABC Company	8.87
	XYZ - XYZ Company	17.00
		Job total: 25.87
SHP - Shipping	ABC - ABC Company	5.25
	XYZ - XYZ Company	5.00
		Job total: 10.25
SUP - Technical Support	XYZ - XYZ Company	5.00
		Department total: 41.12

Department Summary by Project

This report summarizes department information by Project.



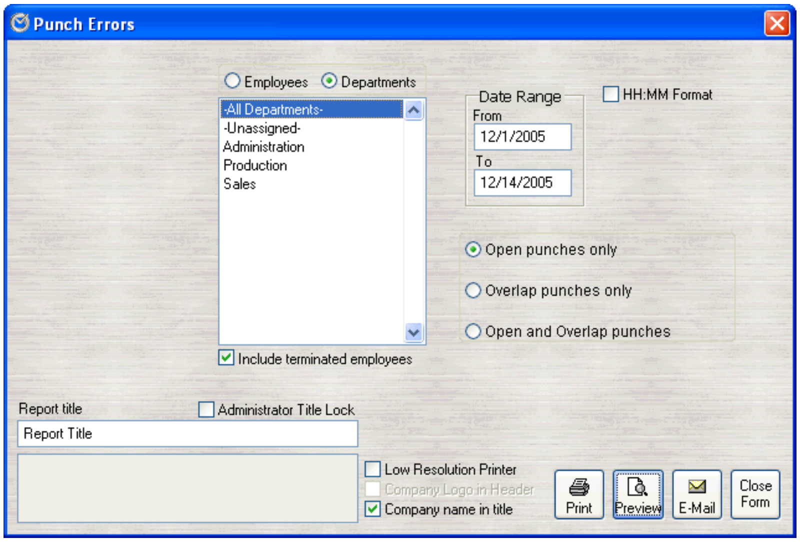
Department Summary by Project
Administration
Date Range: 12/1/2005 - 12/14/2005

12/14/2005
page 1

Project	Job	Hours
ABC - ABC Company	SAL - Sales	8.87
	SHP - Shipping	5.25
		Project total: 14.12
XYZ - XYZ Company	SAL - Sales	17.00
	SHP - Shipping	5.00
	SUP - Technical Support	5.00
		Project total: 27.00
		Department total: 41.12

Punch Errors

This report will show open and overlap punches for a specified date range.

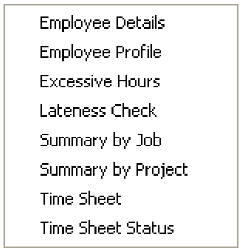


Report Title
Date Range: 12/1/2005 - 12/14/2005

12/14/2005
page 1

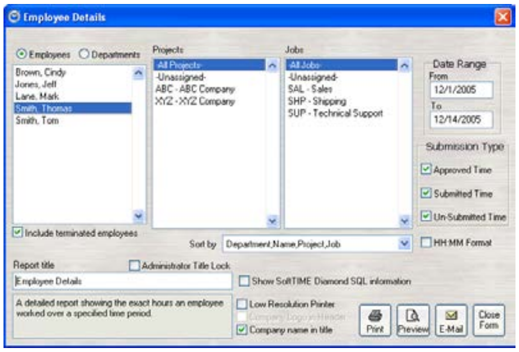
Day	Start	End	Hours	Employee	Status
Wed 12/14/2005	11:21 AM		0.00	Jones, Jeff	OPEN

Employee Reports



Employee Details

This report shows detailed employee time information for a group of employees.



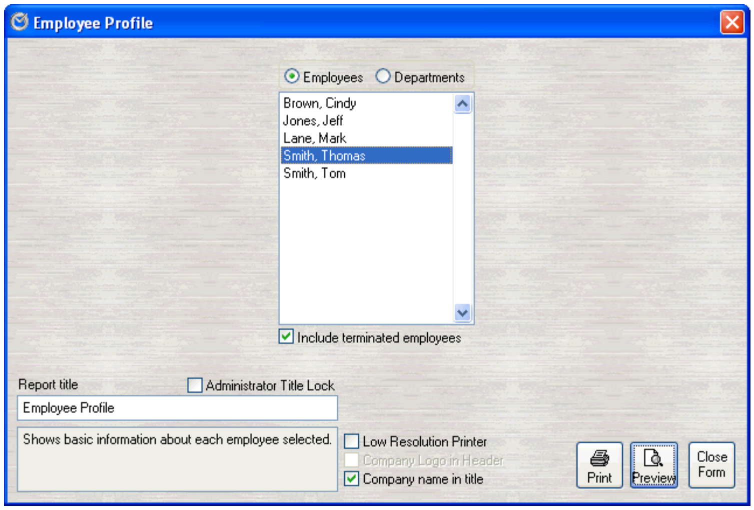
Employee Details
Department: Production
Lane, Mark
Date Range: 12/1/2005 - 12/14/2005

12/14/2005
page 1

Date	Project	Job	Start	End	Hours
Mon 12/5/2005	ABC - ABC Company	SUP - Technical Support	9:15 AM	10:30 AM	0.00
				Daily total:	0.00
Sun 12/11/2005	XYZ - XYZ Company	SAL - Sales	TS	TS	1.00
				Daily total:	1.00
Mon 12/12/2005	XYZ - XYZ Company	SAL - Sales	TS	TS	2.00
				Daily total:	2.00
Tue 12/13/2005	XYZ - XYZ Company	SAL - Sales	TS	TS	3.00
				Daily total:	3.00
Wed 12/14/2005	XYZ - XYZ Company	SAL - Sales	TS	TS	4.00
				Daily total:	4.00
				Employee total:	10.00

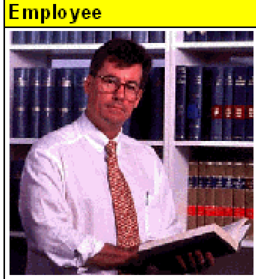
Employee Profile

This report shows basic employee information



Employee Profile 12/14/2005
page 1

Employee

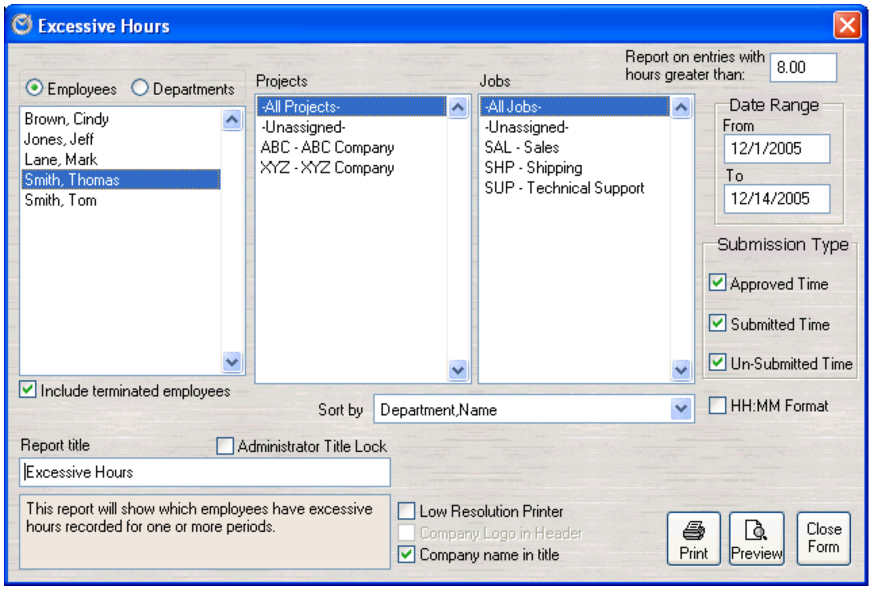


Smith, Thomas

Gender: Male	Badge:	E-Mail: tsmith@acme.com
SSN: 123-45-6789	Emp#:	Comp: $10.00 Hourly
Hired: 8/8/2005	Payroll#:	Policy: -Default Exempt Policy-
Birth:	Default Project: ABC - ABC Company	Dept: Administration
Term:		Notes:
Status: Exempt	Default Job: SHP - Shipping	

Excessive Hours

This report can show you which employees have time segments exceeding a particular amount.



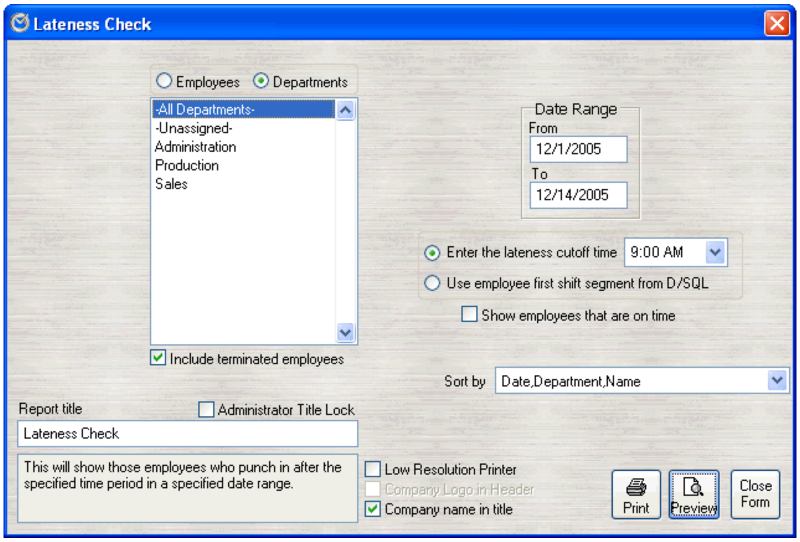
Excessive Hours
Date Range: 12/1/2005 - 12/14/2005

12/14/2005
page 1

Department	Name	Project	Job	Date	Hours
Sales	Jones, Jeff	XYZ - XYZ Company	SHP - Shipping	12/13/2005	9.00

Lateness Check

This report allows you to show employees who clocked in past a specified time.



If you are using SoftTime in conjunction with TimeKron, you will see the option as it is above. If you choose the 'Use employee first shift segment from SoftTime', the cutoff time checked will be the start of the first segment as it appears in SoftTime. Otherwise, you can specify a specific time which will be checked against all employees. Also, you can include employees that were on time for the specified date range.

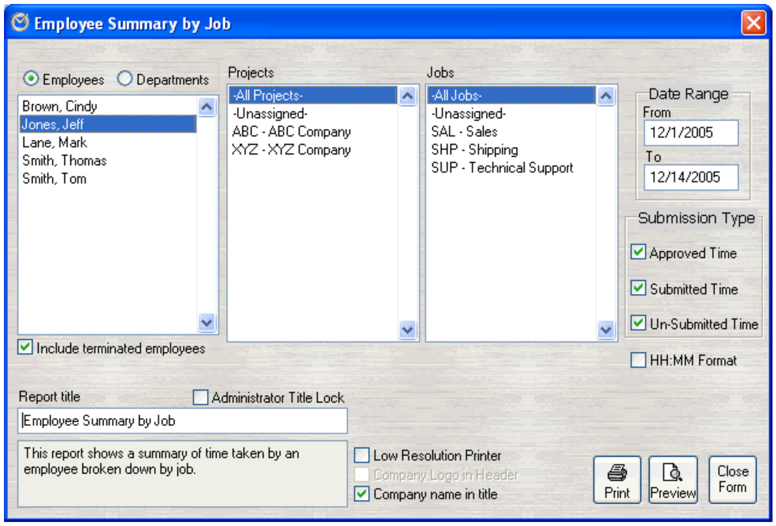
Lateness Check
Date Range: 12/1/2005 - 12/14/2005

12/14/2005
page 1

Day	Date	Department	Employee	SSN	Sched In	Time In*
Mon	Dec 5, 2005	Production	Lane, Mark		9:00 AM	**9:15 AM**
Thu	Dec 8, 2005	Administration	Smith, Thomas	123-45-6789	9:00 AM	**2:06 PM**
Tue	Dec 13, 2005	Sales	Jones, Jeff		9:00 AM	**12:00 PM**
Wed	Dec 14, 2005	Sales	Jones, Jeff		9:00 AM	**11:21 AM**

Employee Summary by Job

This report summarizes employees' time and breaks it down by job.



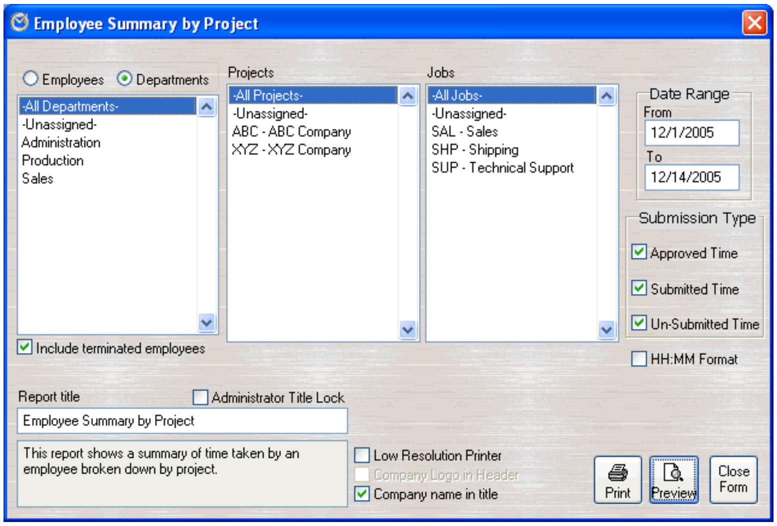
Employee Summary by Job
Department: Administration
Smith, Thomas
Date Range: 12/1/2005 - 12/14/2005

12/14/2005
page 1

	Job	Project	Hours
	SAL - Sales	ABC - ABC Company	8.87
		XYZ - XYZ Company	17.00
			Job total: 25.87
	SHP - Shipping	ABC - ABC Company	5.25
		XYZ - XYZ Company	5.00
			Job total: 10.25
	SUP - Technical Support	XYZ - XYZ Company	5.00
			Employee Total: 41.12

Employee Summary by Project

This report summarizes employees' time and breaks it down by project.



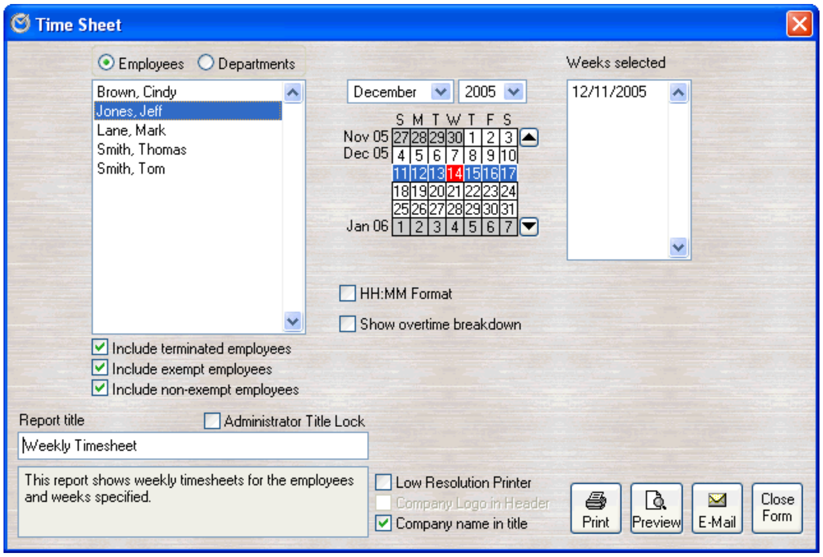
Employee Summary by Project
Department: Administration
Smith, Thomas
Date Range: 12/1/2005 - 12/14/2005

12/14/2005
page 1

	Project	Job	Hours
	ABC - ABC Company	SAL - Sales	8.87
		SHP - Shipping	5.25
			Project total: 14.12
	XYZ - XYZ Company	SAL - Sales	17.00
		SHP - Shipping	5.00
		SUP - Technical Support	5.00
			Project total: 27.00
			Employee total: 41.12

Time Sheet

This report will print time sheets for employees for the specified weeks.



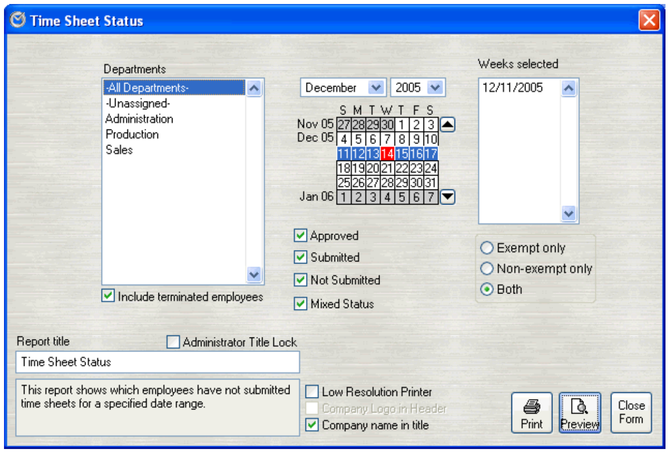
Weekly Timesheet
Department: Administration
Smith, Thomas

12/14/2005
page 1

	Project	Job	Sun 12/11	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Sat 12/17	Totals
	ABC - ABC Company	SAL - Sales			3.87					3.87
	ABC - ABC Company	SHP - Shipping				4.50				4.50
	XYZ - XYZ Company	SAL - Sales		8.00	5.00	4.00	8.00	8.00		33.00
	XYZ - XYZ Company	SHP - Shipping		2.00	1.00	2.00	1.00	2.00		8.00
	XYZ - XYZ Company	SUP - Technical Support		1.00	1.00	3.00	1.00	2.00		8.00
		Totals		11.00	10.87	13.50	10.00	12.00		57.37

Time Sheet Status

This report can quickly assess the status of your employees' time sheets for one or more weeks.



Time Sheet Status
Week(s) reported: 12/11/2005

12/14/2005
page 1

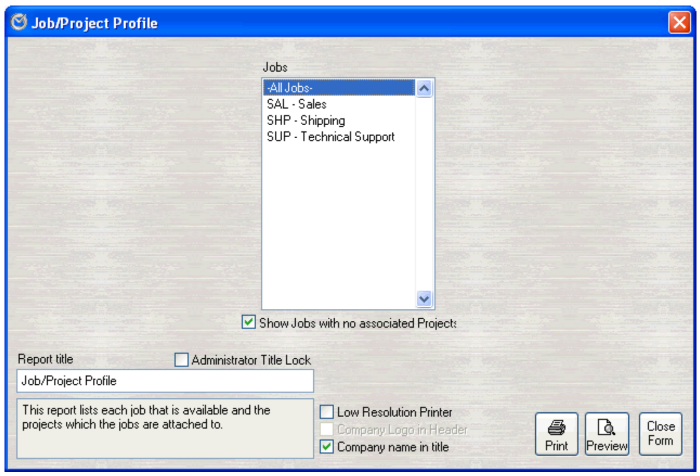
Week Start	Employee	Department	Status
12/11/2005	Brown, Cindy	Administration	Not Submitted
	Jones, Jeff	Sales	Not Submitted
	Lane, Mark	Production	Submitted
	Smith, Thomas	Administration	Submitted
	Smith, Tom	Administration	Not Submitted

Project / Job Reports

- Job/Project Profile
- Project/Job Profile
- Project Recap
- Project Details
- Project Time Summary
- Job Details
- Job Time Summary

Job / Project Profile

This report shows each job and their associated projects.

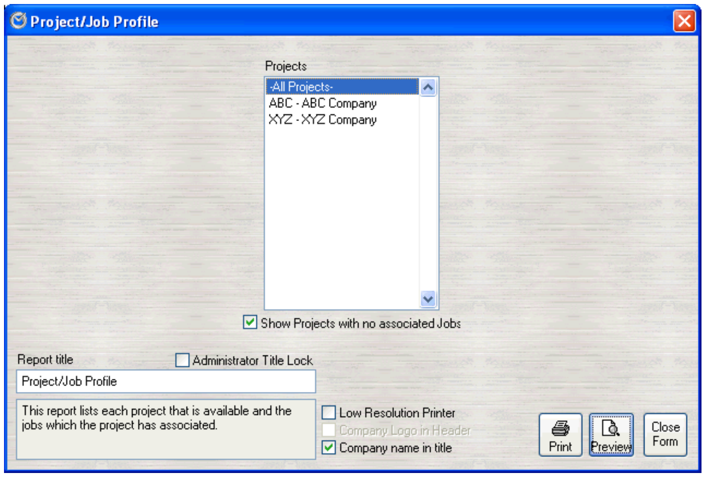


Job/Project Profile	12/14/2005 page 1

Job	Project
SAL - Sales	ABC - ABC Company XYZ - XYZ Company
SHP - Shipping	ABC - ABC Company XYZ - XYZ Company
SUP - Technical Support	XYZ - XYZ Company

Project / Job Profile

This report shows each project and their associated jobs.

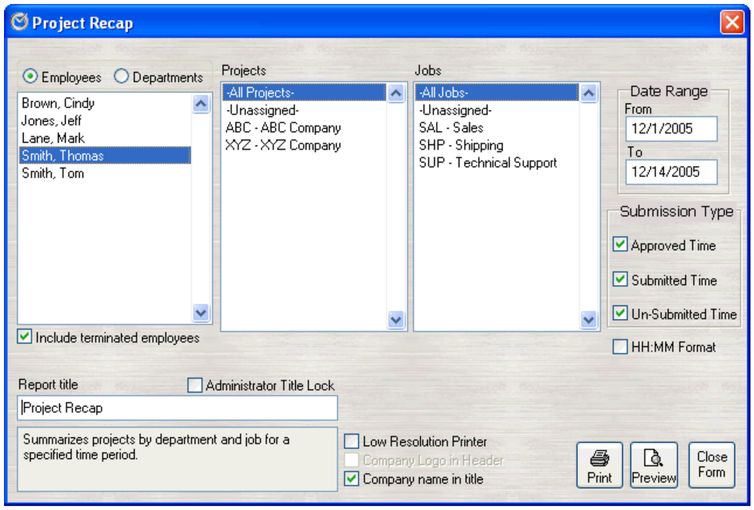


Project/Job Profile 12/14/2005
page 1

Project	Job
ABC - ABC Company	SAL - Sales SHP - Shipping
XYZ - XYZ Company	SAL - Sales SHP - Shipping SUP - Technical Support

Project Recap

This report summarizes every project.



Project Recap
Date Range: 12/1/2005 - 12/14/2005

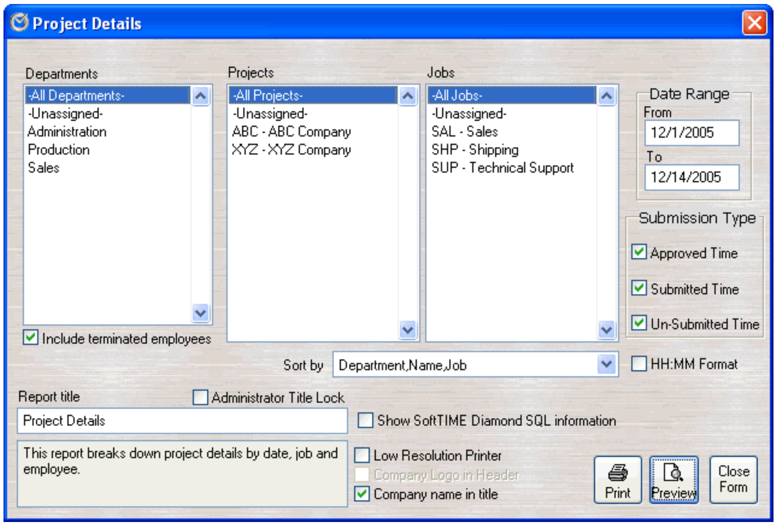
12/14/2005
page 1

Project	Department	Job	Hours
ABC - ABC Company	Administration	SAL - Sales	8.87
		SHP - Shipping	5.25
		Dept total:	**14.12**
		ABC - ABC Company total:	**14.12**
XYZ - XYZ Company	Administration	SAL - Sales	17.00
		SHP - Shipping	5.00
		SUP - Technical Support	5.00
		Dept total:	**27.00**
		XYZ - XYZ Company total:	**27.00**

Grand Total: 41.12

Project Details

This report provides details about each selected project for a specified date range.



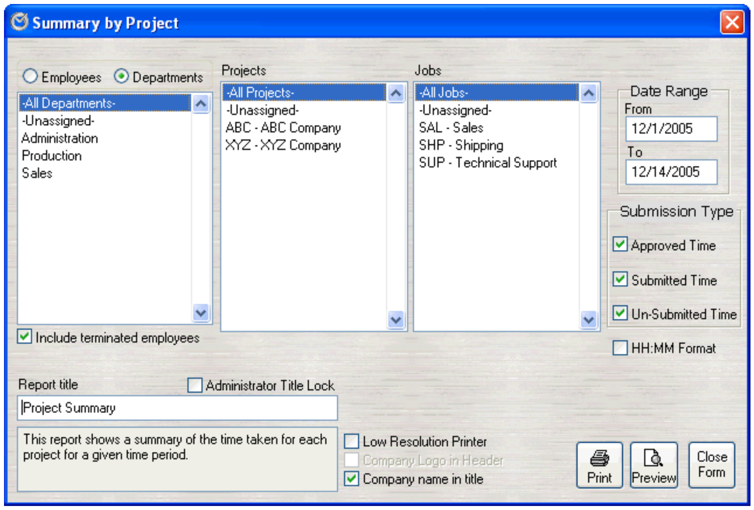
Project Details
Date Range: 12/1/2005 - 12/14/2005
Project: ABC - ABC Company

12/14/2005
page 1

Day	Department	Employee	Job	Start	End	Hours
Sun 12/4/2005	Administration	Smith, Thomas	SAL - Sales	TS	TS	2.00
					Daily Total:	**2.00**
Mon 12/5/2005	Administration	Smith, Thomas	SAL - Sales	TS	TS	3.00
					Daily Total:	**3.00**
Tue 12/13/2005	Administration	Smith, Thomas	SAL - Sales	TS	TS	3.87
					Daily Total:	**3.87**
Thu 12/8/2005	Administration	Smith, Thomas	SHP - Shipping	2:06 PM	12/8/2005	0.75
					Daily Total:	**0.75**
Wed 12/14/2005	Administration	Smith, Thomas	SHP - Shipping	TS	TS	4.50
					Daily Total:	**4.50**
Mon 12/5/2005	Production	Lane, Mark	SUP - Technical Support	9:15 AM	12/5/2005	0.00
					Daily Total:	**0.00**
Wed 12/14/2005	Sales	Jones, Jeff	SUP - Technical Support	11:21 AM		0.00
					Daily Total:	**0.00**
					ABC - ABC Company total	**14.12**

Project Time Summary

Similar to Project Details, this report will summarize project time for a specified time period.



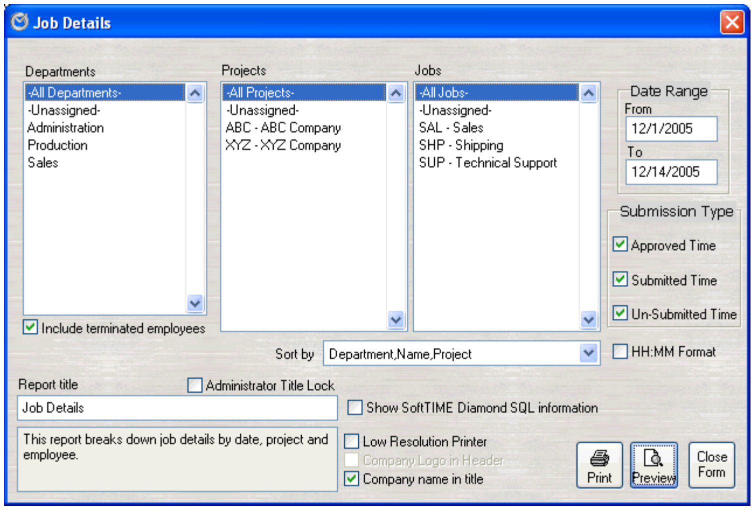
Project Summary 12/14/2005

Date Range: 12/1/2005 - 12/14/2005 page 1

Project	Job	Hours
ABC - ABC Company	SAL - Sales	8.87
	SHP - Shipping	5.25
	SUP - Technical Support	0.00
		14.12
XYZ - XYZ Company	SAL - Sales	27.00
	SHP - Shipping	14.00
	SUP - Technical Support	5.00
		46.00
	total	**60.12**

Job Details

This report shows details for each job for a specified time period.



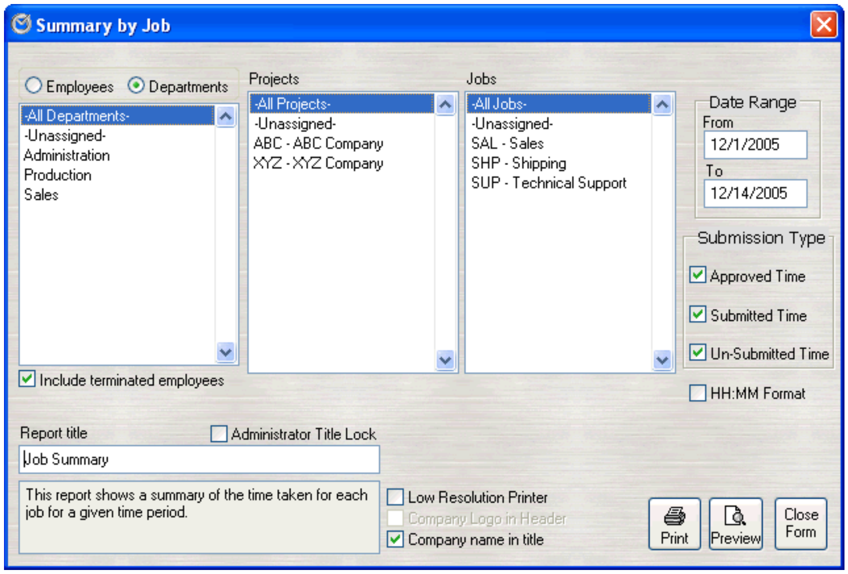
Job Details
Date Range: 12/1/2005 - 12/14/2005
Job: SUP - Technical Support

12/14/2005
page 2

Day	Department	Employee	Project	Start	End	Hours
Mon 12/12/2005	Administration	Smith, Thomas	XYZ - XYZ Company	TS	TS	1.00
					Daily Total:	**1.00**
Tue 12/13/2005	Administration	Smith, Thomas	XYZ - XYZ Company	TS	TS	1.00
					Daily Total:	**1.00**
Wed 12/14/2005	Administration	Smith, Thomas	XYZ - XYZ Company	TS	TS	3.00
					Daily Total:	**3.00**
Mon 12/5/2005	Production	Lane, Mark	ABC - ABC Company	9:15 AM	12/5/2005	0.00
					Daily Total:	**0.00**
Wed 12/14/2005	Sales	Jones, Jeff	ABC - ABC Company	11:21 AM		0.00
					Daily Total:	**0.00**
					SUP - Technical Support total:	

Job Summary

This report summarizes time for each job for the specified date range.



Job Summary
Date Range: 12/1/2005 - 12/14/2005

12/14/2005
page 1

Job	Project	Hours
SAL - Sales	ABC - ABC Company	8.87
	XYZ - XYZ Company	27.00
		35.87
SHP - Shipping	ABC - ABC Company	5.25
	XYZ - XYZ Company	14.00
		19.25
SUP - Technical Support	ABC - ABC Company	0.00
	XYZ - XYZ Company	5.00
		5.00
	total	**60.12**

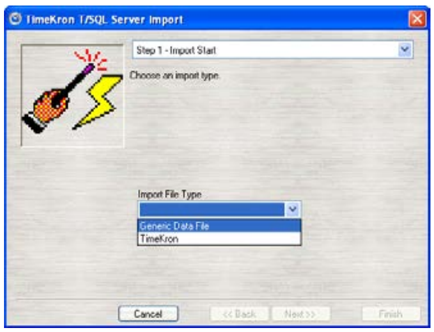
Chapter 17 – Utilities

Importing

TimeKron supports importing data from a variety of other software programs and other versions of TimeKron. There are two options in TimeKron for importing data into your SQL database. One option is to use the DBADMIN mode to do a Total Import (see Total Import Instructions in Chapter 2).

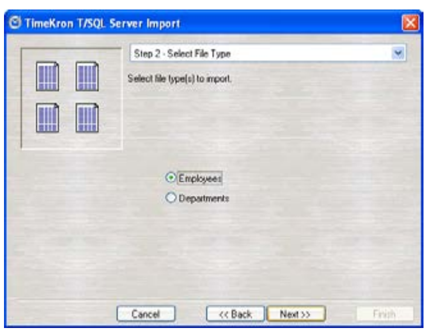
Under the file menu there is another utility for importing data into your TimeKron database. Before using this utility you will need to setup your data as you want it. This utility is primarily used to add employees and departments to your TimeKron database that you have already setup. This can even be used to add employees to a TimeKron database that you are using. To use this utility you must be operating in Super Administrator mode.

To begin importing data, select **File**->**Import** from the menu. TimeKron features an Import Wizard to lead you through the steps of importing your data.

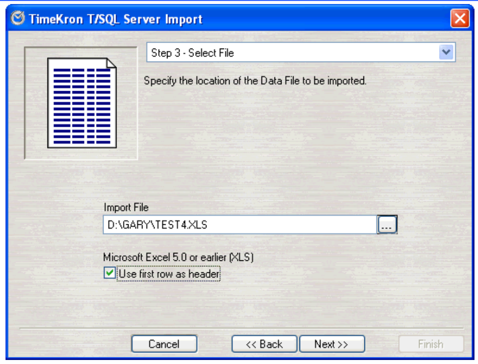


Generic Data File

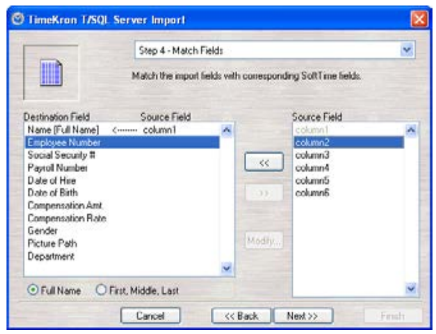
With a generic data file, you can choose to import either employees or departments.



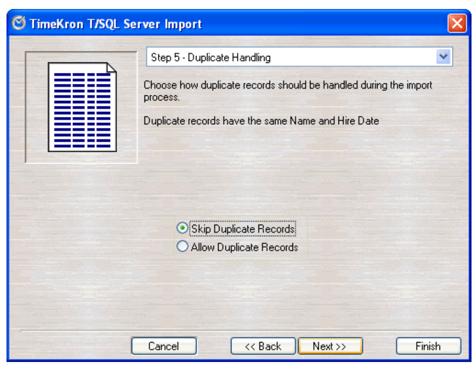
Next you must choose the Generic Data File to Import. It is helpful to use the first row of your import file as headers. These will display in the next step when you have to map the column names. Generic Data File types can be xls, txt, csv, dbf, etc.



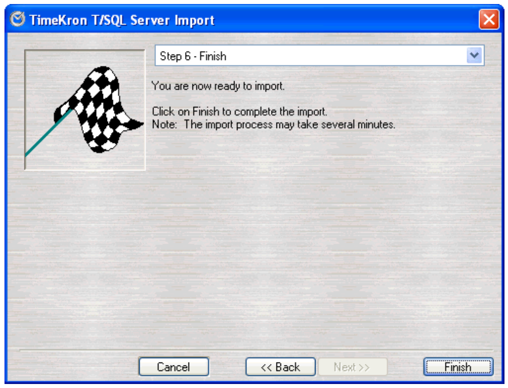
With generic data file imports, you will need to match the TimeKron Fields to the fields in the import file. TimeKron will try to match the fields as best it can. All of the fields do not have to be matched, but to move to the next step, you must match up the name field. You can match up fields by selecting a field and using the << and >> buttons or by dragging and dropping between the lists.



Duplicate Handling tells TimeKron how you wish it to handle duplicate records that it comes across. Your choices are to skip or to allow duplicate records. Skipping will not import a record identified as a duplicate. Allowing duplicates will import the record and you can review both records in TimeKron to determine which is valid.



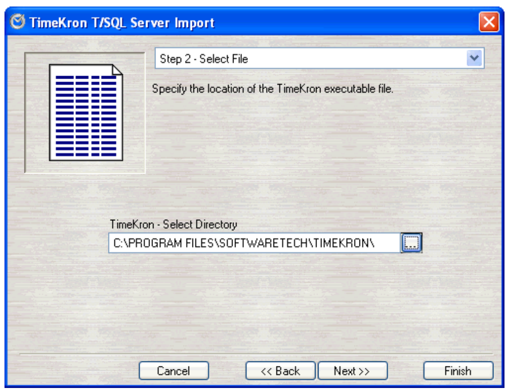
Press the Next button to move to the last page.



From here, you just need to click on the Finish button and the Import will begin. Depending on the number of employees you have, the import process may take several minutes.

Importing from TimeKron

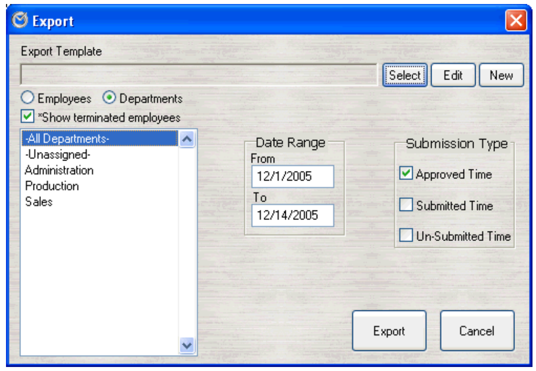
Importing from TimeKron is very similar, but there is one less step. From the first screen, select TimeKron and you will see the following screen.



Enter the location where the TimeKron executable file exists in the field. From there, TimeKron can figure out where your data exists.

After you click next, you will see the Duplice Handling page as shown above. Then you will just need to click Next one more time to get to the final page and click Finish. The TimeKron import should then begin.

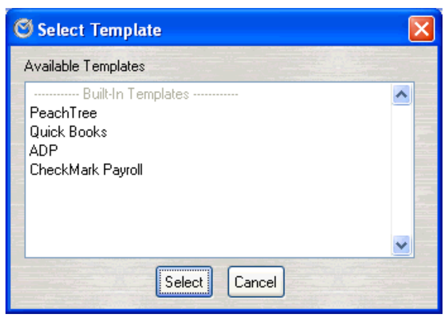
Exporting



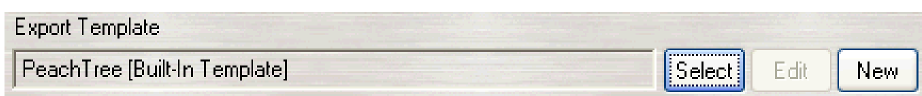
TimeKron's Export form doesn't look all that impressive, but in this case, looks can be deceiving. TimeKron now has export templates for exporting time data to your favorite payroll programs. Even better is that the templates are customizable by the user!

Export Templates

Export templates in TimeKron come in two types: Built-In and Custom. Built-in templates are hardcoded into the system and cannot be deleted or edited. Currently there are 4 Built in templates. Custom templates are templates that have been created by the user and can be adjusted or deleted at will. Built-in and custom templates both work in the same way, but the built-in templates are created for exporting to specific applications. The difference between Built-In and Custom templates can be seen in the template selection screen.

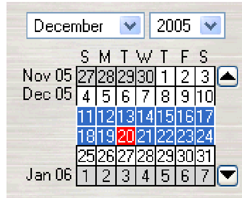


and in the main form once a template has been selected.



Exporting Basics

Exporting data from TimeKron is actually quite simple. First, you need to select an export template as shown above. Then you want to select the group of employees that you want to export data for. Next, you need to specify a date range for the export. The above illustration shows a date range to enter. Some templates require specific weeks to be selected and in those cases, the date range controls will be replaced by the week selector.

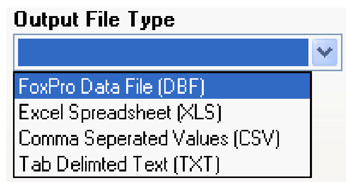


Next, you need to decide what type of records you want to export. You can choose between Not Submitted, Submitted and Approved statuses. You can choose one, two or all three of them. Next, you need to click the Export button. After you click on the export button, you will be prompted as to where you want the export file to be placed as well as a name for the file. Once you have specified that information, the export will begin. That's it.

Creating / Editing Custom Templates

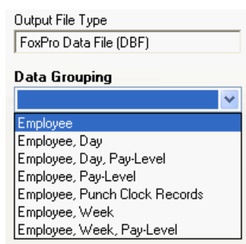
As stated before, TimeKron allows users to create custom export templates. If you use a payroll system that is not supported by one of the built-in templates, you can create your own export template to do the job for you. Creating and editing templates are very similar. To create a template, just click the New button on the main export form. To edit a custom template, click the Select button and select the template you wish to edit from the list. Once you see it on the main export form, click the Edit button. Whether you are editing or creating, each of the following sections pertains to setting up the export template.

Output File Type



This setting determines the format of the resulting export file. The choices are shown above. The type you choose depends on how you want to view the data and how your payroll program receives data. After picking the Output File type, click the Next button on the bottom.

Data Grouping



Once you've selected an Output File Type, you need to choose the data grouping for the export file. This is a crucial step in creating your export template. Here is an explanation of each type of data grouping.

Employee – Export data will be grouped by employee only. This usually has the effect of coming up with grand totals for a date range.

Employee, Day – Export data will be grouped by employee and day. This means that if an employee has several punches or time segments for one day, they will be consolidated into one day. The result will be one record in the export file for each day of data for each employee that is exported.

Employee, Day, Pay-Level – Export data will be grouped by employee, day and then pay level. In this case, pay level is separated between regular time and overtime levels. TimeKron will break down time for each day and group the time into the appropriate pay level for each day. For example, an employee could have regular time and overtime hours on the same day. This method accounts for that.

Employee, Pay-Level – Export Data will be grouped by employee and then pay level. This method will not group by day, but for a week range. For the specified range, the export file will provide the total amount of time for each pay level. For example, for each employee in the export, there will be one record for each relevant pay level. This will include at least regular hours and could include as many as four additional overtime levels.

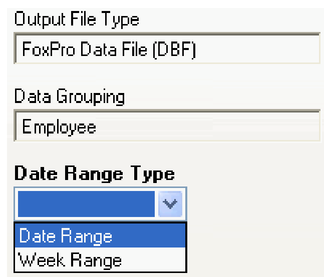
Employee, Punch Clock Records – Export data will be grouped by employee and then by punch clock record. This one is similar to Employee, Day, except that all the records for a day will not be totaled. In this method, each individual punch record that exists for the employee for the date range will be provided in the export.

Employee, Week – Export data will be grouped by employee and week. This export will total all time for each selected week for each employee.

Employee, Week, Pay-Level – Export data will be grouped by employee, week and then pay level. Similar to the previous method, but the total time will be broken down by pay level. For each week selected there will be one or more pay level records for each employee.

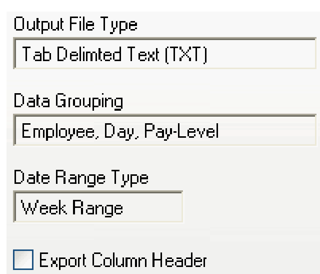
As stated above, choosing the right data grouping is crucial to creating the correct export template. If you are looking for a specific kind of data grouping that you don't see here, contact Software Techniques for further assistance. Once you've selected the Data Grouping, click Next.

Date Range Type



Once you've selected a data grouping, you will need to specify a date range type for the export. The options here are reduced to two. Date range is simply where the user specifies a starting and ending date for the export. Week range is where the user selects one or more weeks for the export. Take note that depending on what data grouping you choose, your date range type options may be limited to just one. For example, Employee – Pay Level only allows Week Range. In that case, date range will be disabled in the listbox. After choosing the Date range Type, click Next.

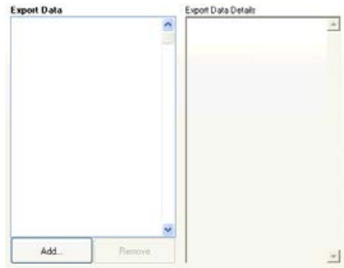
Export Column Header



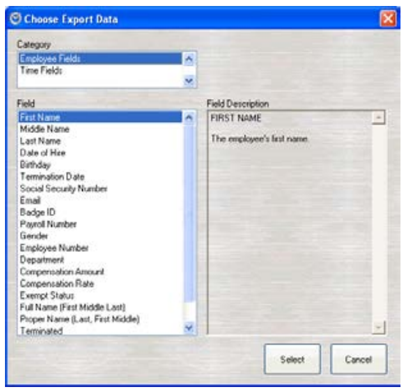
If you choose .CSV or .TXT type, you will see an option for Export Column Header. If you check this option, then each column in the export will have a column header at the top of the file. If it remains unchecked, then every single row will be exported. If you choose a type other than .CSV or .TXT, you will still see the checkbox, but it will be disabled and you won't be able to use it. Click Next when done.

Choose Export Fields

After the Column Header option, it's time to get in to another key step in creating your export template, choosing export fields. After the previous step, you will see the following appear to the right in the form:

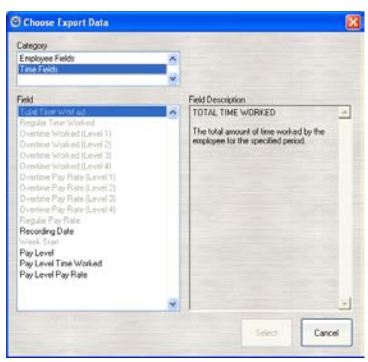


It's not much to look at right now, but when you finish, it will have very pertinent information in it. Let's take a look at adding a field. To add an export field, click on the Add... button. It should bring up a form that looks like this:



The field categories are listed at the top. The fields themselves are on the left and a description of each field appears to the right as you select a field.

The Employee Fields category has employee related personal information. Any of these fields can be added to the export template.

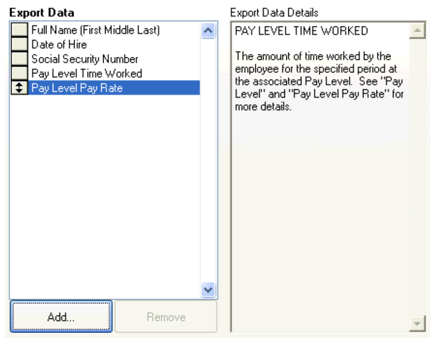


The Time Fields category has the key fields for the export. Here you can choose which time related fields you want to include in the export template. You will notice that some fields are disabled. Each data grouping uses different types of

Time Fields. If you see a Time Field that you want to use, but it is disabled, you may have to change the Data Grouping to get access to that field.

Whether it is an Employee or Time Field, simply select the field from the left and click Select on the bottom.

After you've chosen several fields, you might get a screen that looks like this:

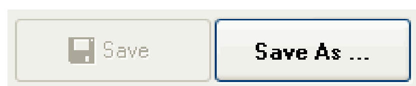


The order that you see them in here is how they will appear in the export file. However, if you want to change the order that you see here, you can use the 'mover' bars to the left of the field name. Just left click and hold down the button over the small box to the left. Then just drag the field to the position you want. That's it! You can do this with every field.

Once you've selected all the fields you need, click the Next button on the bottom.

Save Template

You will see this appear in the lower right portion of the screen.



Now you can Save the template. If you are creating a new template, then the Save As button will be enabled as you see here. If you are editing a template, the Save button will be enabled as well. Once you save the template, click the Finish button to return to the main Export form. The template you were just working on should be selected.

Built-In Templates

TimeKron comes with a few built-in export templates for some of the more popular payroll programs. Following are some specific instructions for the built-in templates.

Peachtree Accounting Plus

Prior to performing the export in TimeKron, you need to make sure that the data in both Peachtree and TimeKron will properly correspond. You need to check the following things:

1. Each employee in TimeKron must be created in Peachtree.
2. Each employee ID number in TimeKron must match the one in Peachtree.
3. Each TimeKron department name must be created in Peachtree.
4. You must know the ID numbers for the regular time, overtime and Activity ID numbers

(all of which can be found in Peachtree during the initial setup of the program.)

Once you have confirmed that the data corresponds, you are ready to start the export. Perform the export as described in Exporting Basics above. During the export process for Peachtree, you will be prompted for a Regular Hours Activity ID and an Overtime Hours Activity ID. These values should be found in Peachtree.

After you've completed the export, you will then need to import that file into Peachtree. These instructions should help you out:

1. From the File menu, click **Select Import/Export**

2. On the left side of the screen, select the **Time/Expense** option. On the right side of the screen, select the **Time Ticket Register** option.

3. Next, select the **Import** button from the top of the selection screen.

4. On the layout tab, uncheck the following fields on the import screen:

   (a) Invoice Number Used

   (b) Start Time

   (c) End Time

   (d) Break Time

   (e) Memo

   (f) Unit Duration

5. Click on the **Options** tab

6. In the Import/Export File section, click on the arrow button. You can now choose the file you just created in TimeKron.

7. Click **OK** and the import process will begin.

8. Once the import is complete, Peachtree will take you back to the Import/Export File screen.

Quickbooks Pro

Prior to performing the export in TimeKron, You need to make sure that the data in both QuickBooks and TimeKron will properly correspond. You need to check the following things:

1. The employee's whole name in TimeKron must match the name as entered into QuickBooks.
2. You must have Salary, Overtime and any other payment activity types created in the Payroll section in QuickBooks.
3. The item Customer:Job refers to the department name.

Another thing you will need to do before you can use the TimeKron export is to find Quickbooks' Company Create Time. To find the Company Create Time, follow these instructions:

1. In QuickBooks Pro, make sure your company file is open.
2. Click on **File**.
3. Click on **Timer, Export Lists for Timer**.
4. You will then be asked to supply the name of the file you are about to export. Make sure you will be able to find it easily.
5. After typing in the name, click **OK**.

6. You should then see a prompt that says ‘Your data has been exported successfully’.
7. To find the ***Company Create Time***, from your Windows desktop, Click on **Start**, **Programs**,

Accessories and select **Notepad**.

8. In Notepad, click on **File**, then **Open**.
9. Find the file you just exported from QuickBooks.
10. When the file is open, search for the line that starts with TIMERHDR (could be the 2nd or 3rd

line down.)

11. Write down the 9-digit number that is at the end of that line. This is your ***Company Create Time***.

Once you have confirmed that all the data corresponds, you are ready to begin the export. Perform the export as described in Exporting Basics above. During the export process for Quickbooks, you will be prompted for the Company Create Time and Company Name. Once you’ve entered them in, TimeKron will remember these values for you.

After you’ve completed the export, you will then need to import that file into QuickBooks. These instructions should help you out:

1. In QuickBooks, make sure your company file is open.
2. Click on **File**.
3. Click on **Timer, Import Activities from Timer**.
4. You will then be prompted to enter in the name of the file you just exported form TimeKron.
5. Click **OK** to start the Import.
6. After importing, you can either choose **View Report** to see what was just imported or **Close** to close the prompt.

ADP

Prior to performing the export in TimeKron, you need to make sure that the data in both ADP and TimeKron will properly correspond. You need to check the following things:

1. Each employee in TimeKron must be created in ADP.
2. Each employee ID number in TimeKron must match the one in ADP.
3. Each TimeKron department name must be created in ADP.

Once you have confirmed that all the data corresponds, you are ready to begin the export. Perform the export as described in Exporting Basics above. During the export process for ADP, you will be prompted for the Company Code. ADP should have provided this code. Once you’ve entered it in, TimeKron will remember it for you.

When naming your ADP export file, ADP has a specific naming convention that they use. It is PRcccEPI.csv, where ccc is the company code you entered in earlier.

If it isn’t there already, move the export file to the **C:\adp\pcpw\adpdata** subdirectory (where c is the drive where ADP is installed). Import the data into ADP by checking PC/Payrolls online help, paydata entries, importing for more information.

Checkmark Payroll

Prior to performing the export in TimeKron, you need to make sure that the data in both CheckMark and TimeKron properly correspond. You need to check the following:

-The first and last name in TimeKron must match the first and last name that is in CheckMark.

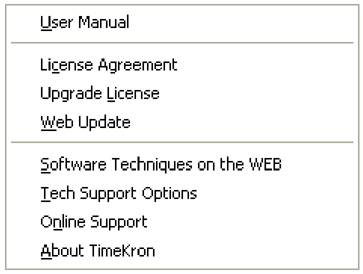
Once you have confirmed that all the data corresponds, you are ready to begin the export. Perform the export as described in Exporting Basics above.

To import the file into Checkmark:

1. In CheckMark, choose **Enter Hours** from the payroll menu.
2. Click the **Import Hours** button.
3. Select the text file you just created in TimeKron and click **OK**.
4. If you attempt to import the hours of an employee that do not exist in CheckMark, you will be notified and prompted to continue the import or cancel it.
5. After the hours have been imported, click **Save**.

Chapter 18 – Trouble Shooting

Help Menu

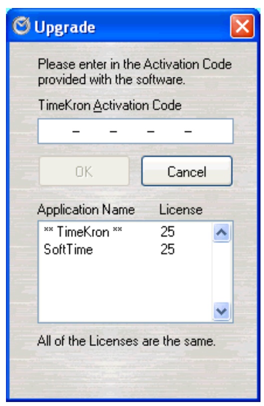


License Agreement

The License Agreement can be seen at the beginning of this User's Manual.

Upgrade License

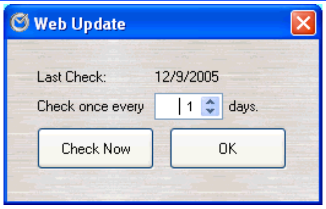
This utility allows you to upgrade your number of user licenses for TimeKron. This screen will have your current activation code and your current number of licenses. You can call Software Techniques or your TimeKron reseller and purchase the additional codes, and you will be given a new activation code to upgrade to the newly purchased number of user licenses.



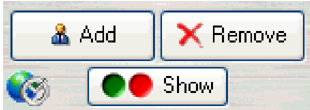
Once you enter the new activation code and press the OK button, TimeKron will exit. The next time you enter the program, the new number of user licenses will be activated.

Web Update and Automatic Upgrades

This feature allows you to automatically check www.softwaretech.com for recent upgrades and patches. If you would like to set the interval for performing these checks, you can run the Web Update option from the Help menu.

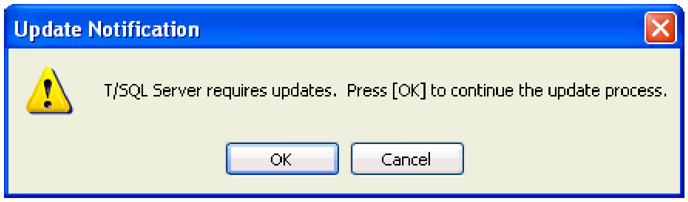


If a new version is available via the web an Icon will appear in the bottom left corner of the main screen:

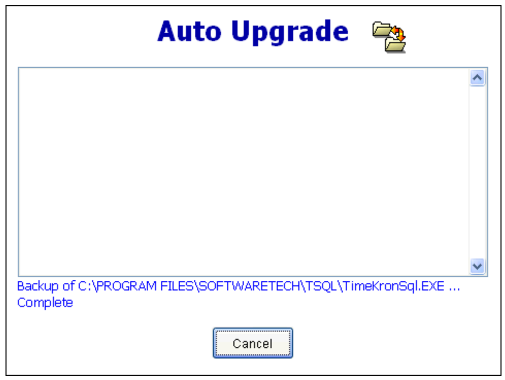


To download the web update, click on the web update icon. This will do two things. First it will download the update files to the auto-upgrade directory (hopefully) on your network. You will need to have read/write and file creation access to this directory to successfully download updates. Once the files are downloaded they will automatically be installed on your workstation. You will then probably need to restart TimeKron. Most upgrades will not require you to reboot.

Each time you attempt to login to TimeKron, the software will automatically check the auto-upgrade directory to see if your workstation is running the most recently downloaded version of the software. If you need to upgrade your workstation you will see a screen that will require you to update.



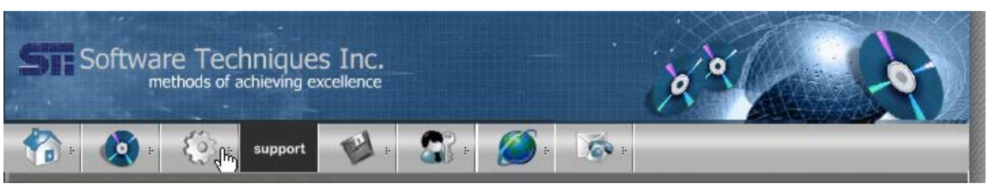
As you upgrade your old TimeKron executable will be backed up and a progress bar will be displayed. After completing the upgrade you will have to restart TimeKron.



Sometimes an upgrade will require that the SQL Database is also upgraded. TimeKron constantly checks the SQL database to make sure it is compatible with the software. If the database and the application become out of sync, you should have your DBA run TimeKron in DB Administration mode.

Software Techniques on the WEB

This option launches your default Web browser to Software Techniques, Inc. main Internet site. The web URL is http://www.softwaretech.com.



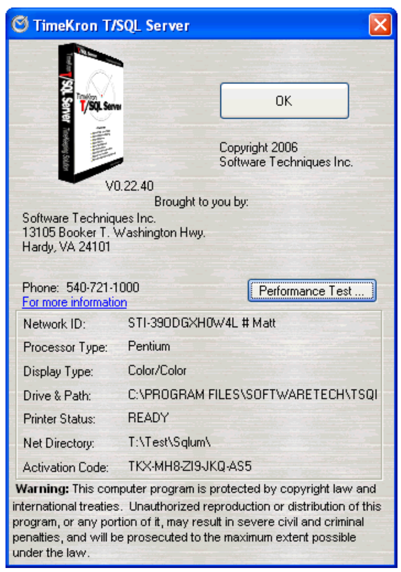
STI Website

Technical Support Options

This screen shows information about how to get help with your TimeKron product.

About TimeKron

The About TimeKron screen gives information about your installed version of TimeKron. It is useful if you ever need to make a support call to give your version, serial number, etc.



DB Administration Mode

Database Admin mode is demonstrated in Chapter 2 – Installation and Setup. If you are using the SQL version, find the section entitled Database Connection and Setup – SQL version on how to use DB Admin mode. If you are using the Diamond version, find the section entitled Database Connection and Setup – Diamond version.

Technical Support

If the information you need to solve a problem is not in the manual, please do the following:

1. Review the list of Common Problems and Solutions that follow, to see if your problem is there
2. You can also receive on-line support via our Technical Support Web Page on the Internet at **http://www.softwaretech.com**. Product support is free for the first 15 days that you own TimeKron. Beyond that time, support and E-mail calls are billable.
3. Refer to the Microsoft Windows® User Manual for help with problems caused by the operating environment or the Windows® Graphic User Interface.

If steps 1-3 were not able to help, you may call Software Techniques Inc. at (540) 721-1002 for technical support. Our staff is on duty Monday through Friday, from 9:00 AM - 12:00 PM and 1:00 PM - 5:00 PM, Eastern Time. You may also FAX your questions to us at (540) 721-1010. Before you call, though, complete the following steps:

1. **Be sure you are eligible**. Product support is free for the first 15 days that you own TimeKron. Beyond that time, support and E-mail calls are billable.
2. Have the TimeKron serial and version numbers handy. You can find them on the installation CDs, and copy them here:

   Activation Code ______________________ Version # ________
3. Note the amount of **available disk space** on your drive, ______________ and the amount of RAM on your computer __________________. Also, note the available disk space within your common directory _____________.
4. Verify your ODBC connection is working properly. Write down the name of the SQL Database you are connecting to. [______________________] (It should appear on the main screen in [brackets]).
5. A problem may be database related so have your SQL DBA near by in case he/she needs to be consulted. Also make sure you have full read/write/create privileges to your common directory.
6. If an error has occurred, write down the first **error message** exactly as it appears on your screen. Write down the steps you took just before the error message appeared.
7. Be prepared to provide our Technical Support staff with any information they need. TimeKron generates a log file that may help us diagnose complex problem. We may ask you to send this file to us for analysis.

Common Problems and Solutions

My Password doesn't work.

The **first time** you log in, the system defaults to a User Name of "Admin". No Password is required. Just press Enter and you will be logged in to the software. At this point, you can set up individual User Names and Passwords by clicking on the Employee Information tab.
Remember, the password field is case sensitive. Check your caps lock key.
You can also adjust your workstation options for each individual workstation.

Error Message - **Cannot locate FoxPro Support Library**.

The computer does not have the FoxPro DLL files installed. These can be obtained by reinstalling the software. Make sure the data files are backed up before reinstalling.

Computer freezes when trying to load TimeKron.

You workstation probably does not meet the minimum requirements. Make sure that no other programs are running in the background. If the problem still occurs, change the display on the video driver to a standard Super VGA display.

I receive the following error message:
"Unable to login to TimeKron. Common directory does not exist."

You are unable to connect to the common directory. If it is on a network, make sure you are properly connected and logged in to that network. Check your network cable. If the problem continues contact your network administrator.

I receive the following error message:
"Unable to login to TimeKron. Invalid ODBC Connection."

You are unable to connect to the SQL Database. This may be because your SQL Server is down or because your SQL account does not let you connect to the database. If the problem continues contact your SQL DBA.

I receive the following error message when trying to login:
"SQL Command w/ error [UPDATE ...]".

The SQL DBA has restricted your use of the database (permissions) such that you cannot properly access the database in the required fashion. It has been altered into an unusable format. Have your SQL DBA run TimeKron in DB Admin mode and use the configuration tools to repair the problems.

Printer display reads: **Memory Overload**.

Turn the printer Off and On. Go to your desktop, click **Start-Settings**-> **Control Panel**->**Printers**. Reduce the print resolution to the next lowest level. Set up the report for printing again.
Also, 2MB of printer memory is recommended.

Error Message - **Unable to Write to file named __________**.

TimeKron cannot write to your hard drive or to the common directory. The most common problem is insufficient disk space. Free up some disk space. This can also occur if your network administrator has restricted your access to the common network directory

---

Error Message during installation - **Unable to Read __________**.

This may be a bad CD or a bad CD Drive. First remove the CD and reboot your computer. Reinsert the CD after you have logged back into Windows® If the problem continues call Technical Support and report the exact error message that appears. The technical support staff can issue you a new CD.

Error Message - **Unable to Update Cursor**.

The user logged on to the network does not have read/write access to the common data directory. This is most likely a network rights issue.

Installation or Update Error Message - **Can't change properties of file named __________**.

User requires write access to the Windows directory so that TimeKron can automatically update the .DLL files

---

Sometimes the menu options are disabled and I cannot click them.

You probably have too many screens open. Close some screens down.

After importing, TimeKron *asked me if I wanted to exit and I said no,* TimeKron *exited anyway. Why?*

After importing, it is always best to exit and restart TimeKron. This is to ensure that the import was successful.

I receive the following error message:
"Unable to login to TimeKron. Base data is incomplete".

The SQL database has been altered into an unusable format. Most likely a critical table has been deleted. Have your SQL DBA run TimeKron in DB Admin mode and use the configuration tools to repair the problems. If data has been lost have your SQL DBA restore a SQL backup.

I receive the following error message:
"SQL Command w/ error [SELECT ...]".

The SQL database has been altered into an unusable format. Have your SQL DBA run TimeKron in DB Admin mode and use the configuration tools to repair the problems.

Some words in TimeKron *may be cropped.*

The font size on the video card is set to large fonts. Change the font size to small fonts

Appendix A – Sample ASP Script

This appendix includes a Sample ASP script which uses the TimeKron Open Architecture Punching to punch users in and out though a web interface.

Implementing

To implement the sample script, copy the following 3 files to your web server.

pathinfo.inc

processpunch.asp

default.asp

The web server will also need to have ODBC access to the SQL Server hosting the TimeKron data.

pathinfo.inc

This file includes the ODBC connection string used to communicate with the database. You will need to modify this file according to your own ODBC connection settings.

```
<%
      Dim SQLConnectString
      SQLConnectString = _
            "DRIVER=SQL Server;" & _
            "SERVER=MySqlServerName;" & _
            "UID=sa;" & _
            "PWD=;" & _
            "DATABASE=TimeKronSQL;"
%>
```

processpunch.asp

This script handles most of the work involved in processing the external punches.

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">

<!--#Include file = "pathinfo.inc"--><HTML><HEAD>

<META http-equiv=Content-Type content="text/html; charset=unicode">

<META content="MSHTML 6.00.2900.2668" name=GENERATOR></HEAD>

<BODY>

<FORM Action="processpunch.asp" METHOD="POST" id=form1 name=form1>

<%

' Get the BadgeID

Dim BadgeID

BadgeID = Request.Form("BadgeID")

%>
```

```
SQLConnectString:<br>
<%=SQLConnectString%><br>
<br>

BadgeID: <%=BadgeID%><br>
<br>

<%
If Request.Form("PunchIn") <> "" Then
	PunchIn BadgeID
ElseIf Request.Form("PunchOut") <> "" Then
	PunchOut BadgeID
ElseIf Request.Form("PunchWork") <> "" Then
	PunchWork BadgeID
End If
%>

<br>
BadgeID: <INPUT type="text" id=BadgeID name=BadgeID value="<%=BadgeID%>"><br>
<br>
<INPUT type="submit" value="Punch In" id=PunchIn name=PunchIn>
<INPUT type="submit" value="Punch Out" id=PunchOut name=PunchOut>
<INPUT type="submit" value="Punch Work" id=PunchWork name=PunchWork>
</BODY>
</HTML>
```

```
<%
Function PunchIn (BadgeID)
        Dim PunchCode
        PunchCode = "I"
        Response.Write("Processing..." & "<br>")
        InsertPunchRecord BadgeID, PunchCode
        Response.Write(BadgeID & " is now punched IN." & "<br>")
End Function

Function PunchOut (BadgeID)
        Dim PunchCode
        PunchCode = "O"
        Response.Write("Processing..." & "<br>")
        InsertPunchRecord BadgeID, PunchCode
        Response.Write(BadgeID & " is now punched OUT." & "<br>")
End Function

Function PunchWork (BadgeID)
        Dim PunchCode
        PunchCode = "W"
        Response.Write("Processing..." & "<br>")
        InsertPunchRecord BadgeID, PunchCode
        Response.Write(BadgeID & " is now punched WORK - (Out of Office)." & "<br>")
End Function

Function InsertPunchRecord (BadgeID, PunchCode)
        ' Connect to DB
        Dim objConn, strQ, strConn

        Set objConn = Server.CreateObject("ADODB.Connection")
        strConn = SQLConnectString

        objConn.Open strConn
```

```
        ' Insert Record
        strQ = _
                "INSERT INTO External_Punch ( " & _
                                "BadgeID, " & _
                                "PunchTime, " & _
                                "InOut, " & _
                                "PCode, " & _
                                "JCode, " & _
                                "PunchLoc, " & _
                                "UTCOffset " & _
                        ") VALUES ( " & _
                                SqlPrepChar(BadgeID, 25) & ", " & _
                                "GETDATE(), " & _
                                SqlPrepChar(PunchCode, 1) & ", " & _
                                SqlPrepChar("PCODE", 20) & ", " & _
                                SqlPrepChar("JCODE", 20) & ", " & _
                                SqlPrepChar("asp:TestScript", 30) & ", " & _
                                "NULL " & _
                        ") "
        objConn.Execute strQ

        ' Disconnect from DB
        objConn.Close
        Set objConn = Nothing

End Function

Function SqlPrepChar (cValue, nLength)
   If nLength > 0 Then
                ' Trim Result
                cValue = Mid(cValue, 1, nLength)
   End If
        SqlPrepChar = "'" & Trim(Replace(cValue, "'", "''")) & "'"
End Function
```

```
%>
```

default.asp

This script provides a generic interface for entering in punch data. You can rename this script to something other than “default.asp” if you choose.

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">

<!--#Include file = "pathinfo.inc"--><HTML><HEAD>

<META http-equiv=Content-Type content="text/html; charset=unicode">

<META content="MSHTML 6.00.2900.2668" name=GENERATOR></HEAD>

<BODY>

<FORM Action="processpunch.asp" METHOD="POST">

SQLConnectString:<br>

<%=SQLConnectString%><br>

<br>

BadgeID: <INPUT type="text" id=BadgeID name=BadgeID><br>

<br>

<INPUT type="submit" value="Punch In" id=PunchIn name=PunchIn>

<INPUT type="submit" value="Punch Out" id=PunchOut name=PunchOut>

<INPUT type="submit" value="Punch Work" id=PunchWork name=PunchWork>

</BODY>

</HTML>
```

Testing the Script

The External Punch System first must be enabled through the Super Administrator options. See *Chapter 3 – Getting Started*. Once you have copied the 3 scripts to your web page and configured them for your ODBC connection you can test the script. Browse to default.asp (or whatever you have changed the filename to). Enter in the Badge ID of a TimeKron employee as seen on the Employee Information page. Click on “Punch In”. If everything is configured correctly, the employee should now be punched in. Open TimeKron and view the In/Out board to verify this.

Customizing the Script

The key statement of the script is...

```
' Insert Record
strQ = _
"INSERT INTO External_Punch ( " & _
"BadgeID, " & _
"PunchTime, " & _
"InOut, " & _
"PCode, " & _
"JCode, " & _
"PunchLoc, " & _
"UTCOffset " & _
") VALUES ( " & _
SqlPrepChar(BadgeID, 25) & ", " & _
"GETDATE(), " & _
SqlPrepChar(PunchCode, 1) & ", " & _
SqlPrepChar("PCODE", 20) & ", " & _
SqlPrepChar("JCODE", 20) & ", " & _
SqlPrepChar("asp:TestScript", 30) & ", " & _
"NULL " & _
") "

objConn.Execute strQ
```

Here are the Field Definitions for the SQL INSERT Statement

BadgeID

the BadgeID assigned to the Employee

Required

Character(25)

Example – ‘00005’

PunchTime

the timestamp of the Punch

Required

DateTime

Example – ‘2005-11-18 10:51:34’

InOut

the type of Punch

Required

Character(1)

Example – ‘I’ = In, ‘O’ = Out, ‘W’ = Working out of office

PCode

the Project code associated with the punch

Not Required

Character(20)

Example – ‘M56’

JCode

the Job code associated with the punch

Not Required

Character(20)

Example – ‘SUPP’

PunchLoc

a string that uniquely defines the device that the punch came from

Not Required but Highly recommended

Character(30)

Example – ‘ACT_FP:Front Desk’

UTCOffset

the time zone differential between the time clock and GMT in seconds

Not Required (useful for companies running over a WAN spanning multiple time zones)

Integer

Example – NULL for unknown, -14400 for Eastern Standard Time, -18000 for Eastern Daylight Savings Time

You can also extract some basic information from the Database with the statement:

SELECT * FROM View_InOut

The Dataset will include Employee Name, BadgeID, Department, Current In/Out Status, Employee Email, and some other 1:1 employee information. Note the update of In/Out status in the View_InOut table is not immediate. It will not be updated until TimeKron has successfully processed the external punch.

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You may access the registered version of TimeKron Diamond Edition or TimeKron T/SQL Server through a network, provided that you do not exceed the total number of users set forth by the product.

Governing Law

The laws of the Commonwealth of Virginia shall govern this agreement.

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