payclock ez

EZ

2006

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User's Guide

System Requirements

Minimum Requirements:
- A PC with a 300mhz Pentium processor or better
- 128 Mbytes of RAM
- Hard disk with at least 200 Mbytes of free space
- 256 Color 800x600 or higher resolution display
- Mouse or other pointing device
- An available 9 or 25 pin serial communication port, or modem depending on the specific installation, Network Adaptor configured for TCP/IP
- Internet Explorer 5.0 or Higher
- 4x CD-ROM or better
- Microsoft Windows 2000 or XP (Pro or Home)

Recommended Requirements:
- A PC with a 900mhz Pentium processor or better
- 256 Mbytes of RAM
- Hard disk with 500 Mbytes of free space
- A dedicated server is recommended for multi-user systems
- Hi-Speed Internet Connection (for Online Features/Services)

Important message if you are upgrading from an older version of PayClock!

If you are installing Version 4 PayClock into the same folder as the old version, you will be prompted to uninstall the older version of PayClock before installing the new version. The message that displays has three buttons, Yes, No, and Cancel. To automatically uninstall the old version and then install Version 4 select **Yes**. If you select No or Cancel the installation will be stopped, leaving the old version in tact.

Important Note about Firewall Software!

If you are using firewall software, you may need to unblock or allow access to a number of PayClock application files. The PayClock installation automatically exposes the typical application (*.exe) files if you are using the Windows XP Service Pack 2 built in firewall. Note: When we configure PayClock in the Windows XP Service Pack 2 built in firewall, we do not open specific ports. Instead we expose the application (*.exe) file. This insures that the necessary available ports will be open when needed.

Here is a list of the applications and their corresponding application executables:

Main Application Files

BADGEX.EXE	Badge Excluder Utility
BELL.EXE	Bell Ringing Setup Wizard
BT32SMGR.EXE	Database Service**
BTENG32M.EXE	Database Manager**
DIALIN.EXE	Dial In Manager Wizard
DBMGR.EXE	Database Manager User Interface**
EMPREPORTS.EXE	Employee Reports Setup Utility**
EXPORT32.EXE	Export Engine**
IMPORT.EXE	Data Import Utility
LICMGR32.EXE	Licence Manager**
LRSEDIT.EXE	Langage Editer Utility
MAPDB.EXE	Database Connection Object Utility**
MERGE.EXE	File Merging Utility
MSGCHECK.EXE	Message checker**
PCCLICK.EXE	PC Click User Interface**
PCIHSV.EXE	Interactive Help**
PCSCMGR.EXE	Server Manager User Interface**
RBEDIT.EXE	Raw Registration Editor**
REGISTER32.EXE	Registration Wizard**
RENY.EXE	Startup Manager**
RENYRUN.EXE	PayClock Base Module**
REPWRITE.EXE	Report Manager Interface**
SETDST.EXE	Custom Daylight Savings Setup Utility
TERMMGR.EXE	Terminal Manager**

Export Application Files

The following files are used with the payroll exports. Depending on your needs, you may not use them.

ADP.EXE	ADP PC/Payroll Wizard
CMPLET.EXE	Intuit Complete Payroll Wizard
DYNACM.EXE	Dynacom Accounting Payroll Wizard
FORTUNE.EXE	Fortune 1000 Payroll Wizard
PAYCLOCKQBEVENT.EXE	Utility to add custom menu items in QuickBooks 2004 or Later
PAYWORK.EXE	PayWork Payroll Wizard
PCPWNWIZ.EXE	Paychex Paylink for Windows Payroll Wizard
PREVWPRO.EXE	Preview by Paychex Payroll Wizard
PROGRESS.EXE	Progressive Payroll Wizard
PROWIZ.EXE	Payroll 1 Wizard
QB02SYNC.EXE	QuickBooks 2002 Integration**
QB03EXP.EXE	QuickBooks 2003 or Later Payroll Export
QB03SYNC.EXE	QuickBooks 2003 or Later Integration**
QB03WIZ.EXE	QuickBooks 2003 or Later setup wizard**
QBEXPORT.EXE	QuickBooks Payroll Export
QBSETUP.EXE	QuickBooks setup wizard**
RAPIDPAY.EXE	Rapid Payroll Wizard
SIMPLY.EXE	Simply Accounting Payroll Wizard

**Automatically exposed for the Windows XP Service Pack 2 built in firewall.

Contents

**THIS EQUIPMENT COMPLIES WITH FCC
CLASS-A REQUIREMENTS
PURSUANT SUBPART J OF PART-15**

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

WARNING: Changes or modifications to this product not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

NOTE:: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a business installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

   - Reorient or relocate the receiving antenna.
   - Increase the separation between the equipment and receiver.
   - Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
   - Consult the dealer or an experienced radio TV technician for help.

**This Class A digital apparatus complies with Canadian ICES-003.
Cet appariel numerique de la classe A est conforme a la norme NMB-003 du Canada.**

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Chapter 1 – What's new for 2006

PayClock EZ 2006 provides several new features to help you manage employee time and attendance quickly and efficiently. These powerful new features include:

Multi-User Option – By default, PayClock EZ is a single user system. To set up PayClock EZ as a multi-user system, simply purchase one of the concurrent user options. The options available can support up to 3 or 6 concurrent users. These concurrent user licenses allow multiple users to log in and use the PayClock software on the same computer and to access PayClock from different computers on your network. **(See Chapter 17 – Setting Up a Multi-User System)**

Timecard Notes – New for 2006 is the ability to insert a text note for an employee on a specific day; a single note can be up to 380 characters. For example, John Doe called in sick on Monday, so you might want to make a note on John's timecard for Monday that he called in sick. A timecard note will be identified in the timecard table with a green indicator (▸) in the upper left corner of the timecard cell. **(See Chapter 9 – The Timecard Icon)**

Support for QuickBooks 2006 – PayClock now supports behind-the-scenes seamless integration with the latest 2006 QuickBooks Pro, Premier and Enterprise edition products. This integration ensures employees, pay codes and payable hours are always up to date and synchronized between the two applications, making payroll preparation fast, easy, and accurate.

Support for Lathem's PC400TX Terminal – As your company grows, so may its need for a more feature-rich time clock. PayClock EZ now provides a seamless upgrade path to the Lathem PC400TX terminal. With the PC400TX, you will be able to connect the terminal anywhere on your LAN and still utilize your existing badges.

The powerful PC400TX terminal features:

- Employee department transfers at the clock.
- Tips and dollar amount entry at the clock.
- Ability for employees to view their total worked hours at the clock.
- PIN entry in addition to, or to replace, badge swiping at the clock.
- A metal mounting box with key lock and secure cable management.
- A backlit display for easier employee viewing.

Support for Lathem's TS100 Terminal – The TS100 biometric terminal uses a touch sensor that stores up to 50 individual fingerprints. The TS100 uses fingerprint technology to identify employees and eliminate buddy punching. TouchStation can be installed on any computer across a Local Area Network.

The powerful TS100 terminal features:

- One touch operation instantly identifies employees using their fingerprints and eliminates costly "buddy punching".
- No need to purchase, maintain or replace time sheets, timecards or employee badges.
- Self-contained design allows employees to punch in and out without directly accessing the host computer.
- Large LED light bar provides employees with instant good(green) or bad(red) punch indication.
- Internal beeper provides audible indication of good or bad punches.
- When idle, the backlit liquid crystal display shows the current time and date in large easy to read characters.
- Each employee's name, in/out status, and total hours for the pay period are displayed after each successful punch.

Chapter 2 – Installing PayClock EZ 2006

PayClock EZ is set up by default as a single user system with one default user account, Administrator. The Administrator account gives the user full access to PayClock. To set up PayClock EZ as a multi-user system you must purchase a concurrent user feature. The concurrent user feature options available are for 3 or 6 users. These concurrent user licenses allow multiple users to log in and use the PayClock software and to access PayClock from different computers on your network.

The PayClock EZ CD-ROM contains the full install as well as the client install. The Full and Client installations are described below.

PayClock EZ Full Install
> The Full Install loads the client and server application as well as your database.

PayClock EZ Client Install
> The Client Install loads the client application. The PayClock Server **must** be installed before installing the Client software.
> **Note: Only select this install option if you have purchased a concurrent user feature.**

Note: To activate PayClock EZ as a multi-user system, see Chapter 17 – Setting up a Multi-User System. Additional license fess may apply.

Step 1 - Full Install

Important message if you are upgrading from an older version of PayClock! If you are installing Version 4 PayClock into the same folder as the old version, you will be prompted to uninstall the older version of PayClock before installing the new version. The message that displays has three buttons, Yes, No, and Cancel. To automatically uninstall the old version and then install Version 4 select **Yes**. If you select No or Cancel the installation will be stopped, leaving the old version in tact.

❑ **Run the PayClock Setup Program**

- Go to the computer where you want to install PayClock.

- Insert the PayClock CD-ROM in the CD-ROM drive.

- The Setup program should run automatically. If not, follow the steps below.
  - Click **Start | Run** from the Windows task bar.
  - At the command line, type **D:\Launch.exe** where **D:** is the letter of the drive for your CD-ROM.
  - Click **OK.**

❑ **Follow the Setup Steps**

- From the main window click on **Full Install.**

- At the Welcome screen, click **Next.**

- At the Destination Location, choose a folder in which to install PayClock, then click **Next.**

If you are upgrading from an older version of PayClock you should install PayClock Version 4 into the same folder as the old version. When prompted you should select **Yes** to automatically uninstall the old version and then install Version 4. If you select No or Cancel the installation will be stopped.

- At the Start Installation screen, click **Next.**

> **Important Note:** A window will display asking you to select the network adapter (NIC) you wish to use if your computer has more than one network adapter (NIC) installed.

- Once Setup copies the files to your computer, click **Finish.**

❑ **Open PayClock EZ**

- After installing, you can run PayClock by clicking its icon.

Payclock

- When PayClock first opens, the Log In window appears waiting for you to enter your password. The default password is "**lathem**". You should change it to a unique password by clicking the Change button.

❑ **PayClock EZ Product Registration**

- Using the Lathem Product Registration Wizard, register PayClock EZ via the Internet or phone.

- You must register with 30 days of when you install the software. Registration ensures that you receive product update information, and other benefits. The process takes only a few minutes to complete.

  Note: The PayClock EZ software will be disabled if you don't register within 30 days.

- Follow the steps in the Feature Wizard. If you need help on a screen, click the Help button.

  Note: You cannot purchase or demo any extra PayClock features until you complete the registration process.

❑ **Purchase Features**

- If you want to purchase or demo any extra PayClock features, run License Manager by clicking its icon, which you can find in the PayClock program folder.

- Click the Feature Wizard button.

- Follow the steps in the Feature Wizard. If you need help on a screen, click the Help button.

The available features are 100 Employees, 150 Employees, Custom Exports, Interactive Messaging, 3 Concurrent Users and 6 Concurrent Users.

Note: You cannot purchase or demo any extra PayClock features until you complete the registration process.

Step 2 – Client Installation in a Multi-User System

Follow Step #2 instructions when you want to run PayClock on more than 1 computer.

IMPORTANT: The PayClock Server MUST be installed and you have to purchase a concurrent user feature before installing the Client software. See Step 1.

Note: To activate PayClock EZ as a multi-user system, see **Chapter 17 – Setting up a Multi-User System. Additional license** fees may apply.

❑ **Run the PayClock Client Setup Program**

- Go to the computer where you want to install the PayClock Client.

- Insert the PayClock CD-ROM in the CD-ROM drive.

- The Setup program should run automatically. If not, follow the steps below.

  - Click **Start | Run** from the Windows task bar.
  - At the command line, type **D:\Launch.exe** where **D:** is the letter of the drive for your CD-ROM.
  - Click **OK.**

❑ **Follow the Setup Steps**

- From the main window click on **Client Install.**

- At the Welcome screen, click **Next.**

- At the Destination Location, choose a folder in which to install PayClock, then click **Next**.

If you are upgrading from an older version of PayClock you should install PayClock Version 4 into the same folder as the old version. When prompted you should select **Yes** to automatically uninstall the old version and then install Version 4. If you select No or Cancel the installation will be stopped.

- At the Start Installation screen, click **Next**.

- Once Setup copies the files to your computer, click **Finish**.

Frequently Asked Questions

What versions of PayClock can be upgraded?
PayClock EZ version 3.X and later.

Will I lose my data?
No, your data will remain intact. As with any software upgrade, you should backup your database before starting the PayClock installation.

Do I have to uninstall my current version of PayClock?
Yes, when upgrading to version prior to 4.0 you will be prompted to uninstall the old version.

Will I be able to login using the same password?
Yes.

Will I have to register my new PayClock software?
Yes, PayClock Version 4 requires that you register the software within 30 days of the installation.

How soon will I have to register the new PayClock software?
After installing the PayClock software, you will have 30 days to use the software before the software deactivates.

What happens if I do not register my new PayClock software?
After 30 days the PayClock software will stop operating. Completing the registration process will activate the PayClock software.

What should I do if I have a technical issue or a problem installing or using the new PayClock software?

> If you have a problem with the installation or a technical issue, refer to the Installation & Users Guide first. If you still have questions you can contact Lathem's Technical Support, see the options below.
>
> *Per Call Telephone Support - The perfect option when you want to pay as you go for one-on-one support. Assistance is available from 8:00 a.m. to 7:00 p.m. EST, Monday - Friday. You can us convenient billing to your Visa, MasterCard, or American Express. Simply call 1-404-691-1065 to receive support on a pay-per-call basis using your credit card.*
>
> *Email Support - Submit a question through our online knowledgebase and one of our technicians will respond to your inquiry within 24 hrs. Our knowledgebase contains many hints, tips, and troubleshooting items that will help you get up and going. Copy and paste this link into the address bar of your internet browser. http://support.lathem.com*

Will I lose any features that I may have already purchased?

> No, when you upgrade to PayClock Version 4 any features that were previously purchased will be set to demo. After completing the registration process any previously purchased features will be enabled as purchased again.

The database for my current PayClock software is located on a network drive; can I keep it there with this new version of PayClock software?

> Yes, you must run PayClock EZ as a multi-user system. Run the "Full Install" on the computer where the database is located and run the "Client Install" on the computer(s) where the users will access the PayClock software. Note: The PayClock Database Service has to be installed on the computer where the database will reside. **Note: To activate PayClock EZ as a multi-user system, see Chapter 17 – Setting up a Multi-User System. Additional license fees may apply.**

Chapter 3 – Introduction

PayClock EZ is set up by default as a single user system with one default user account, Administrator. The Administrator account giv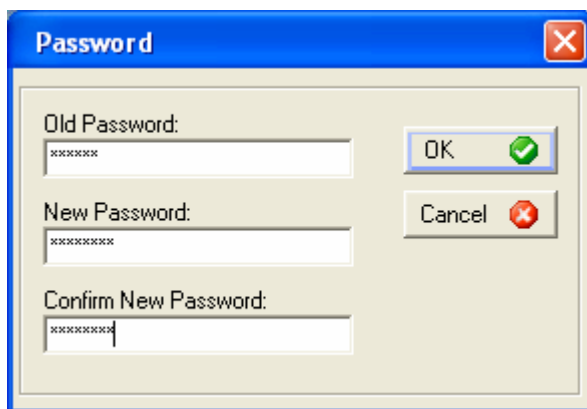es the user full access to PayClock. To set up PayClock EZ as a multi-user system you must purchase a concurrent user feature. The concurrent user feature options available are for 3 or 6 users. These concurrent user licenses allow multiple users to log in and use the PayClock software and to access PayClock from different computers on your network.

After completing the software and hardware installation, you should set up your company, departments and payroll policies using the PayClock EZ Setup Wizard that runs automatically the first time you open the PayClock software.

After completing the PayClock EZ Setup Wizard, you will be ready to add your employees and update the terminal.

To start the software, double click on the PayClock EZ icon on your desktop.

Chapter 4 – Logging In

The PayClock software is password protected to ensure that only authorized personnel are able to access your confidential data. PayClock EZ is set up by default as a single user system with one default user account, Administrator. The Administrator account gives the user full access to PayClock
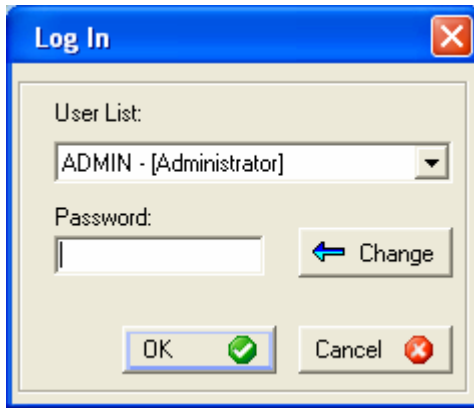
The default password for the Administrator account is "lathem". It's recommended to change the default password the first time you log into PayClock EZ. Passwords can be up to 11 characters and are not case sensitive.

Launch PayClock EZ

1. Double-click the PayClock EZ icon on your desktop. As PayClock opens, a Log In window appears prompting you to select a user and enter your password.

2. Choose Administrator from the User List.

3. Type in your password and click OK.

Next, the MyWorkforce window should appear. The user will have access rights associated with the account selected when logging in.

Changing your Password

Follow these steps to change your password:

1. Launch PayClock EZ

2. At the Log In window, select a user from the list.

3. Click the Change button.

4. Type in the current password at Old Password.

5. Type in a new password at New Password and in Confirm New Password.

6. Click OK to save the New Password and open PayClock.

Use this new password when you want to log in.

Chapter 5 – Navigating

When PayClock EZ opens, the MyWorkforce window shows first. Along the left side of the window, you will see the List Bar, which contains icons or links to tasks you will perform. The right side of the window is the work area. This is where you will perform your task. When you click on an icon, the window associated with that icon appears in the work area to the right of the List Bar.

There are 2 different sections in the List Bar:

- The **Setup** section contains links to functions that allow you to setup and maintain your system. You will use most of these functions the first time you setup your software but seldom after that. The System, Pay Class and Employee icons are part of the Setup section.

- The **Data** section contains links to functions that allow you to manage data; some of these functions will be used on a regular basis. The Work Force, Poll, Timecard, Global, Reports, Export and Close icons are part of the Data section.

Using the List Bar

1. With the MyWorkforce window showing, click the Setup button on the List Bar. The System, Pay Class and Employee icons display.

2. To launch a function, click on an icon. Click the Employee icon. Notice that, in the work area, you will see a number of tabs. This is the Employee Master where you maintain the employee's information within the system.

3. Now let's open the Timecard icon; it's under the Data List Bar. Click the Data button on the List Bar. The MyWorkforce, Poll, Timecard, Global, Reports, Export and Close icons display. Click the Timecard icon; the timecard window opens, ready for you to select an employee.

Chapter 6 – The Employee Icon

The Employee icon is used to maintain the employees in the PayClock software. This will include adding, editing and terminating employees.

The Employee icon has three tabs - General, Schedule and Personal. The General tab is where you setup information like the employee's name and badge number, along with other information. The Schedule tab is where you define how many hours the employee can work, as well as his or her break/meal settings. The Personal tab is where you store his or her address and emergency contact information.

Adding an Employee

General Tab

1. From the Setup button on the List Bar, click the Employee icon. The Employee Master will display in the work area.

2. From the General tab click the New button; the next available blank employee template will display.

3. Type in the employee's last name, first name and middle initial under Last Name, First Name and M.I.

4. PayClock will automatically assign the next available badge number, but you can change it if you like. To change it, type the employee's badge number in the Badge Number field. Note: Badge number 250 is the highest number allowed.

5. PayClock automatically fills in the employee number, but you can change it if you like. To change it, type the employee number.

Typically, the Employee Number is used to reference the employee's pay data when exporting to a payroll service.

6. Type the employee's hourly wage in the Base Pay field.

If you want accurate wage reports, make sure to enter the employee's wage in the Base Pay field.

7. Set the Type of Employee. You can choose whether this person is Full Time, Part Time, Temporary or Seasonal from the list.

You must setup departments in the Preferences tab at the System icon before you can assign them.

8. At Home Department, select the department in which you want the hours to accumulate. If you have chosen not to use departments, leave this field set to "Not Selected".

9. Click the Password button to open the Password window. This allows you to reset a password for an employee who logs into Report Manager to view their assigned reports or to set up a supervisor's password for the TouchStation Manager software.

Note: This button is only available if you are logged into PayClock with Administrator access rights.

10. Check the Do Not Include in Exports box if you do not want to export this employee's pay data. Example: You may want to use this option for temporary employees when you need to track their time, but the temp agency pays them.

11. Check the Allow Supervisor Functions box if you want this employee to perform Supervisor Overrides for employees whose fingerprints cannot be recorded on the TS-100. **Note this option is used with the TouchStation Biometric terminal (TS-100).**

12. Enter the person's hire date in the Date of Hire field. PayClock will automatically enter your computer's date when adding a new employee.

13. Click Save to keep your changes or continue to the Schedules tab.

Schedules Tab

The Schedules tab of the Employee Master allows you to setup a break rule, workday length by employee, and an optional fixed schedule.

These rules drive all of the time calculations for your employees within PayClock. Please use caution when making changes or modifying these settings.

See the **Chapter 7 – Employee Schedules**, or the **Online Help** for detailed information on setting up and using Employee Schedules.

Personal Tab

The Personal tab of the Employee Master allows you to store important employee information for recordkeeping purposes.

1. From the employee list at the top of the screen, choose the employee.

2. Enter the desired personal information for the employee.

3. Click Save to keep your changes.

Editing an Employee

1. From the employee list at the top of the screen, choose the employee you want to edit.

2. Make the desired changes for the employee.

3. Click Save to keep your changes.

Terminating an Employee

It's not recommended to **delete** an employee. It's better to mark the employee as terminated. With the employee terminated, you can still report on the data that is linked to the terminated employee. If you delete an employee, all of his historical data will be removed also. *Note: Terminated employees count toward the total number of employees, 999, allowed in the database. PayClock controls the number of active employees by the employee feature you have selected; the employee features you have to choose from are 50, 100 or 150 active employees.*

1. From the employee list at the top of the screen, choose the employee you want to terminate.

2. On the General tab, select the Terminated box; the employee badge number will be reset to 0 (zero). This will allow you to reuse the badge for another employee.

Date of Hire:	Inactive:	☐	Terminated:	☑
07-28-2003 Mon	03-01-2005 Tue		03-01-2005 Tue	

3. Enter the date the employee was terminated. PayClock will automatically enter your computer's date when terminating an employee.

4. Click Save to keep your changes.

You can make a terminated employee active by simply un-checking the Terminated box.

Updating the Clock with Employee Changes (Not applicable for the TS100 terminal)

When you change or add employee information, you should send the changes to the clock. There are several ways to send the changes or update the clock:
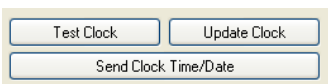
- Click on another icon in the List Bar and you will be prompted to send the changes at that time.
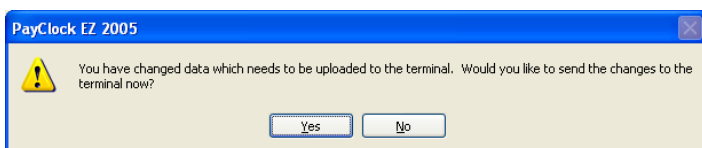
- Click the Update Now button in the Reminders section of the MyWorkforce window.
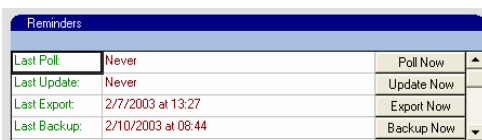
- Click the Update Clock button on the Terminal Tab of the System icon.

- Enable the Auto Update when Polling option. This option sends any changes every time you poll the clock. To enable this option select it on the Terminal tab of the System icon.

Employees will not be able to punch In and Out if the employee changes are not sent to the clock.

Chapter 7 – Employee Schedules

You use the Schedules tab to define the employee's basic work schedule. You can setup the open schedule in the Daily Open section, or you can enter a basic fixed schedule or apply a rotating schedule template in the Rotating section.

> **Important!** The fixed schedules apply to the current and next pay period. For example if you set up Tuesday with an In time of 7:30am and an Out time of 4:00pm, these times will apply to every Tuesday in the current and next pay periods. This schedule will remain indefinitely for each 7-day calendar week.

The punched break, auto-deduction and maximum work day length that are setup on the Advanced tab of the Pay Class icon will be applied to each employee. To override those settings, select the employee and make changes to the Daily Open section of the employee's Schedules tab.

Daily Open

Leaving employees on a Daily Open schedule is the simplest and easiest way to track their time. This is recommended for most employees. An open (or floating) schedule allows PayClock to define the start and end of the work day. An employee's open schedule starts with his/her first punch of the day.

Example:

The beginning of day setting is 12:00 midnight and the maximum work day length is set to 14 hours.

- Jane Doe's first punch this morning was at 7:30 am.

- Using the settings above, PayClock defines Jane's open schedule to start at 7:30 am and end by 9:30 pm.

- So, Jane can punch any time today until 9:30 pm.

Let's say Jane also has a 1-hour break setting so that she can punch for lunch anywhere from 3 to 6 hours after her first punch.

- Jane's punch was at 7:30, so she can punch out for lunch from 10:30 am to 1:30 pm.

You use the Daily Open section of the Schedule tab to setup an individual employee's punched break or auto-deduction. You can choose both the Punched and Auto Deduct boxes if your employees can punch, but you do not require them to punch. If they punch, then the break is deducted. If they do not punch, then the break is automatically deducted.
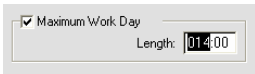
If you need to increase or decrease a single employee's work day length, you can set it for the employee in the Schedules tab. This will override the Maximum Work Day Length setting at the Pay Class icon for that individual employee.

- **Punched Break** - Check this box if you require the selected employee to punch for a break.

  - **Minimum Hours from Start** - Enter the shortest amount of time a person can work before punching for a break.

  - **Maximum Hours from Start** - Enter the longest amount of time a person can work before punching for a break.

  - **Length** - Enter how long the break lasts.

  - **Extended Break Amount** - Enter the maximum *extra* amount of time the person can take and the punch still count as a break rather than an in/out punch. **Note: This setting will be disabled if the "Round Unscheduled Registrations By" option on the General tab of the Pay Class icon is set to "Not Selected".**

  - **Paid Break** - If you want the break to be paid, check this box.

- **Auto Deduct** - Check this box if you want PayClock to automatically deduct a fixed amount of break time for this employee.

  - **Worked Hours to Qualify** - Enter the amount of time a person must work before the time is deducted.

  - **Length** - Enter the amount of time to deduct.

> You can set a break that is both punched and automatically deducted by setting both options. The software first looks to see if the person punched for this break. If he did punch, the break follows the rules for the punched break. If he did not punch, the break follows the rules for the auto-deduct.

Maximum Work Day

Use this setting if you need to change the length of the selected employee's work day. This is the maximum expected amount of time from the employee's first In punch to their latest possible Out punch. Making this length too short can result in missing punches for the current day. Setting this too long may cause punches from the next day to incorrectly calculate on the current day. Normally, you should leave this setting at the default of 14:00 hours.

Fixed Schedules

These setting are designed specifically for employees that work the same schedule each and every calendar week. If your employee's scheduled start and end times change frequently, then it is highly recommended that you use Daily Open settings as described previously.

Fixed Schedule Templates

You use the Fixed Schedule Templates section of the Schedule tab to create and manage your basic rotating schedule templates. These templates will have the start time and end time for each day in a planned work week. After applying the template to the employee you can modify it to fit your needs.

- **Available Schedules** – Choose which rotating schedule template to assign to the employee. You can set up weekly schedule templates by clicking the Setup button.

- **Apply** – Click this button to apply the rotating schedule template that is displaying in the Available Schedules list to the employee. You can set up weekly schedule templates by clicking the Setup button.

- **Setup** – Click this button to open the Rotating Schedule Templates window.

To create a fixed schedule template:
From the Employee's Schedules tab, click the Setup button under the Fixed Schedule Templates section. The Rotating Schedule Templates window appears.
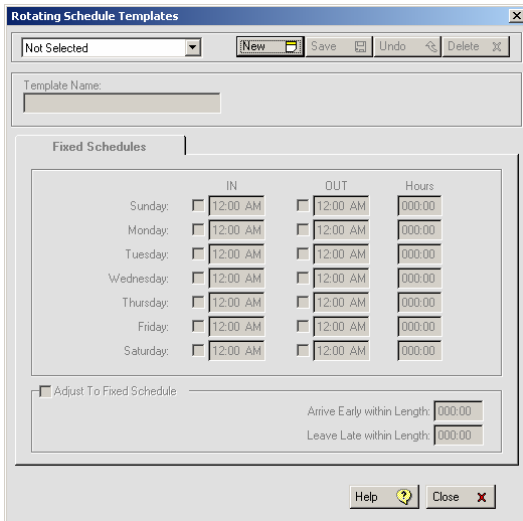
1. Click New, type in a name (ex: "Short Friday") for the schedule template under Name.

2. Select the In box for the day to which you want to enter the start of the schedule.

3. At In, enter when the schedule will start for the selected day.

4. Select the Out box for the day to which you want to enter the end of the schedule. (This is not required. End times of schedules may be left Open or Unscheduled).

5. At Out, enter when the schedule will end for the selected day.

6.   Make sure the Adjust to Fixed Schedule box is checked.

7.   Enter the amount of time employees can punch In early and have the punch round forward to the scheduled In time in the Arrive Early within Length box.

8.   Enter the amount of time employees can punch Out late and have the punch round backward to the scheduled Out time in the Arrive Late within Length box.

9.   Click the Save button to keep your changes.

10. Click Close after you have finished

After applying a weekly schedule template you can modify the schedule to meet your needs. Any break settings in the daily open section will be applied to the employee's fixed schedule.

> **Important!** The fixed In and Out times apply to the current and next pay period. For example if you set up Tuesday with an In time of 7:30am and an Out time of 4:00pm, these times will apply to every Tuesday in the current and next pay periods.

Fixed

You use the Rotating section of the Schedule tab to enter a fixed start and end time for an employees daily work schedule or apply a weekly schedule template.

You use the Rotating Schedule Templates to create weekly work schedules that have the start time and end time for each day. After creating the schedule templates you can assign them to your employees. After assigning the templates you can modify the schedule start and end times if needed.

Fixed Schedules

This tab is used to enter a fixed schedule's start and end time for the different days of the week; or you can apply a rotating schedule template and, if needed, modify the schedule to meet your needs.

Example:

- Mary works Monday thru Friday.

- Monday through Thursday she starts at 7:30am and ends at 4:00pm. On Friday she starts at 7:00am and ends at 11:00am.

- Select the Monday **In** check box and enter **7:30am**.

- Select the Monday **Out** check box and enter **4:00pm**.

- Continue with Tuesday through Thursday.

- Select the Friday **In** check box and enter **7:00am**.

- Select the Friday **Out** check box and enter **11:00am**.

Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
Select the In and or Out box for each day you want to enter a fixed schedule time.

- **In** - Check this box and enter the time that the schedule will start.

- **Out** - Check this box and enter the time that the schedule will end.

- **Hours** - Displays the total hours expected to be worked for the day, any unpaid punched or auto deduct break time will be deducted from the daily hours being displayed.

Adjust to Fixed Schedule - Select this option to define how punches will be adjusted at the beginning and end of the employee's fixed schedule. Note: Punches recorded outside of these settings calculate based on the rounding defined on the General tab of the Pay Class icon.

Arrive Early Within Length - Enter an amount of time that employees can punch In early and have the punch round forward to the Fixed Scheduled In time.

Example:

- The fixed schedule In is set to **8:00am**.

- The Arrive Early Within Length is set to **30 minutes**.

- Tom punches in at **7:38am**, which falls in the 30 minute Arrive Early Within Length zone.

- The punch will round forward to **8:00am** which is the fixed schedule In time.

Leave Late Within Length - Enter an amount of time that employees can punch Out late and have the punch round back to the Fixed Scheduled Out time.

Example:

- The fixed schedule Out is set to **5:00pm**.

- The Leave Late Within Length is set to **45 minutes**.

- Tom punches out at **5:22pm**, which falls in the 45 minute Leave Late Within Length zone.

- The punch will round back to **5:00pm** which is the Fixed Schedule Out time.

> The open schedule settings will be applied for any days that do not have a fixed schedule assigned.

Chapter 8 – Polling the Clock

When you poll the clock, you pull the employee punches from the clock into the software. After you poll a clock, you can edit and manage your data. There are two ways to poll the clock:

- Click the Poll icon in the Data list.
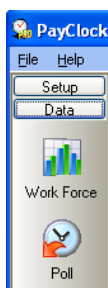
- Click the Poll Now button in the Reminders section of the MyWorkforce window.
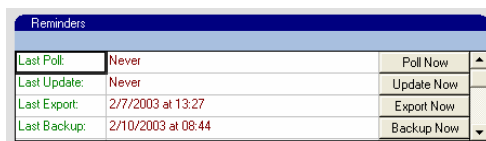
It's a good practice to poll your clock everyday. If you can't poll everyday, you should poll the clock before making any edits in the PayClock software. By polling everyday or before making any edits, you can be sure you are working with the most current data.

Note to Users of the TS-100: The Poll and Poll Now buttons will not be available when the TS-100 terminal is selected as the Terminal Type on the System | Terminal tab.

Chapter 9 – The Timecard Icon

Use the Timecard icon to manage your employee's punch data. You can view and edit employee punches as well as non-work time such as sick or vacation time, or dollar amounts such as tips. You can view employee data for the current, next, or historical pay periods.

> *The **current pay period** is the last active pay period that you have not closed.*
>
> *The **next pay period** is the pay period that follows the current pay period.*
>
> ***Historical pay periods** are ones that you have closed out using the Close icon.*

The timecard has several areas: the Toolbar, Schedule Bar, Timecard Table and Exception Filter.

The Time Card Toolbar

The Toolbar is located above the Schedule Bar at the top of the timecard It allows you to do such things as select employees, add punches and delete punches. See the illustration below for details.

This list contains a directory of your employees.	This shows the time you selected using the insertion point.	Click this option to show the next pay period.

Riddle, Sally - 0005 ⌄ +⬆ -⬇ 🌅 ⬌ 🔄 | 12:00 AM | Next Pay Period ☐

This button adds a punch.	This button deletes a punch.	This button adjusts the work day length.	This button forces a punch to be the beginning punch of the next day.	This button reloads or refreshes the timecard.

The Time Card Schedule Bar

The Schedule Bar is located at the top of the timecard. It is a graphical display of the punches and non-work time for the selected day. You can add, edit and delete punches on the schedule bar. Note: the Schedule bar is displayed by default but can be hidden by deselecting the option on the Timecard | View menu. See the illustration below for details.
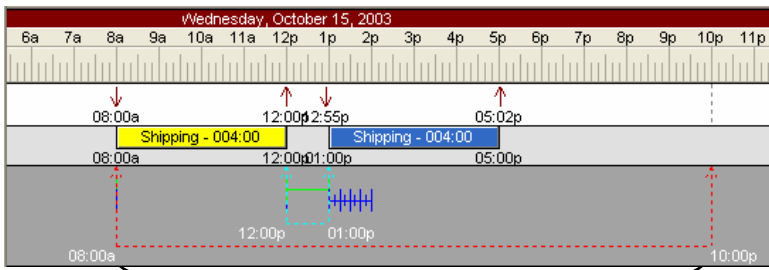
This red dashed line shows the maximum workday length. In this example, it starts at 8:00am with the first punch of the day and goes to 10:00pm; this means the workday can be up to 14 hours.
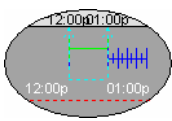
These double turquoise arrows represent a punched break. In this example, the punched break is for 1 hour.
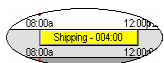
The yellow and blue bars represent the calculated time period between punches. In this example, there was a 4:00 hour period from 8:00a to 12:00p. The name of the employee's home department will also show in the bar. In this example, " Shipping" is the employee's home department.
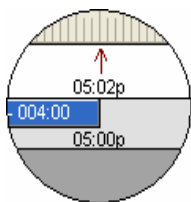
The punch on top, 5:02p is the actual punch. The punch underneath is the calculated punch. In this example the 5:02p punch calculated as a 5:00p punch based on the rounding rules.

Notice that the 5:02p punch has a large arrow above it. This means the punch came from an employee punch. A punch that is added from the software will have a small closed arrow like this ↑.

An IN punch will have an arrow that points down; an OUT punch will have an arrow that points up.

The Time Card Table

The Timecard Table is located below the Schedule Bar; it displays the punches, non-work time and exceptions in a spreadsheet-like format. You can add, edit and delete data in the timecard table. See the illustration below for details on the default timecard table view.

Date	Day	In	Out	Day Totals	Regular	OT1	Grand Totals
Oct-12-03	Sun	--	--	000:00			000:00
Oct-13-03	Mon	07:58 AM	12:00 PM	004:00			004:00
Oct-13-03	Mon	12:58 PM	?	004:00	004:00		004:00
Oct-14-03	Tue	08:00 AM	12:04 PM	004:04			008:04
Oct-14-03	Tue	12:58 PM	05:02 PM	008:00	008:00		012:00
Oct-15-03	Wed	08:00 AM	12:00 PM	004:00			016:00
Oct-15-03	Wed	12:55 PM	05:00 PM	008:00	008:00		020:00
Oct-16-03	Thu	07:58 AM	12:02 PM	004:02			024:02
Oct-16-03	Thu	12:58 PM	05:00 PM	008:00	008:00		028:00
Oct-17-03	Fri	08:00 AM	04:00 PM	000:00			036:00
Oct-18-03	Sat	--	--	000:00			036:00

| Date | This column displays the available dates in the pay period. |

| Day | This column displays the day of week. |

| In | This column displays an actual IN punch time for that day. |

| Out | This column displays an actual OUT punch time for that day. |

| Day Totals | This column displays the calculated total hours for a pair of punches |

| Regular | This column displays the calculated regular hours for each day. |

| OT1 | This column displays the calculated overtime hours for each day. |

| Grand Totals | This column displays a running total of calculated hours. |

| Oct-13-03 | Mon | 12:58 PM | ? |

A question mark (**?**) indicates an exception. In this example, the employee forgot to punch Out.

Chapter 10 – Editing Time Cards

Opening a Time Card

1. From the Data button on the List Bar click the Timecard icon. The Timecard window will display in the work area.

2. Click the arrow next to the employee list and choose a person from the drop down list by clicking on his name.
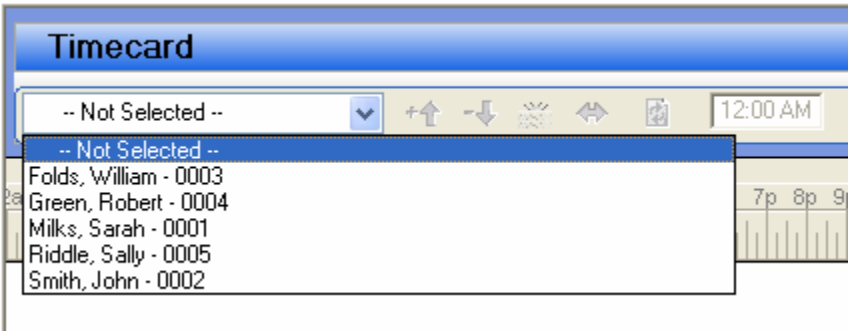
Selecting a Day in the Time Card

After selecting the employee, locate and click on the day in the timecard table you want to edit. In the example below, October 15 is selected. Notice that the line of the selected day is highlighted.

Date	Day	In	Out	Day Totals	Regular	OT1	Vacation	Grand Totals
Oct-12-03	Sun	--	--	000:00				000:00
Oct-13-03	Mon	07:58 AM	12:00 PM	004:00				004:00
Oct-13-03	Mon	12:58 PM	05:00 PM	008:00	008:00			008:00
Oct-14-03	Tue	08:00 AM	12:04 PM	004:04				012:04
Oct-14-03	Tue	12:58 PM	05:02 PM	008:00	008:00			016:00
Oct-15-03	Wed	08:00 AM	12:00 PM	004:00				020:00
Oct-15-03	Wed	12:55 PM	?	004:00	004:00			020:00
Oct-16-03	Thu	07:58 AM	12:02 PM	004:02				024:02
Oct-16-03	Thu	12:58 PM	05:00 PM	008:00	008:00			028:00
Oct-17-03	Fri	08:00 AM	04:00 PM	000:00			008:00	036:00
Oct-18-03	Sat	--	--	000:00				036:00

Using the Schedule Bar to Add a Punch

After selecting the employee and the day to edit, move your mouse pointer to the lower section of the schedule bar. The pointer will change to a down arrow.
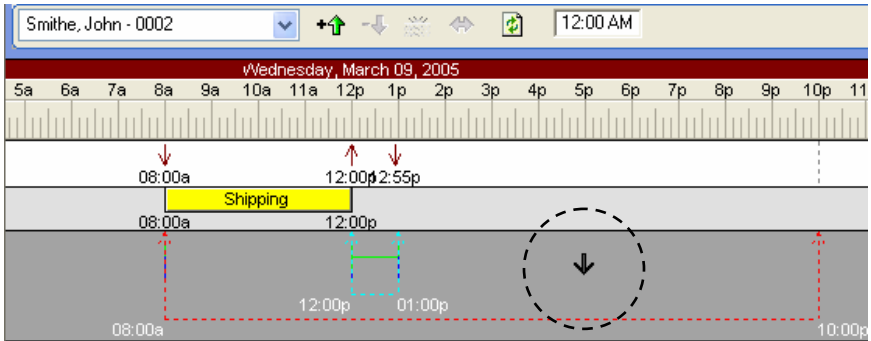
Click and hold the left mouse button; a line will draw that allows you to select the time for the punch. Move the pointer to the time you want to add. You can verify the time using the time reference window.
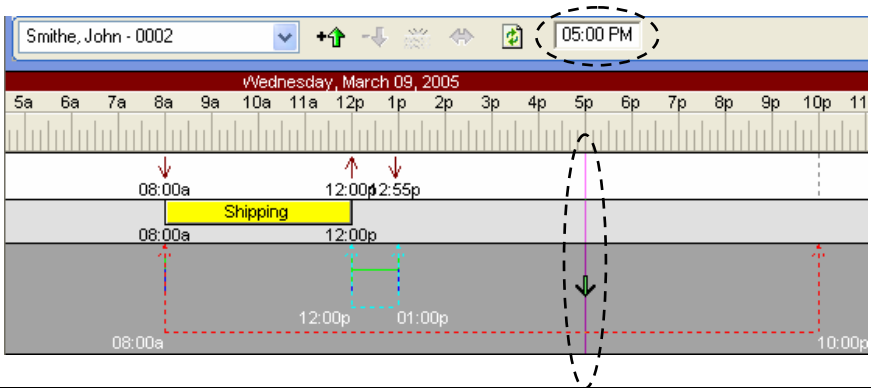
If needed, press the left or right arrow on your keyboard to pin point the punch time to be added.

Click the Add Punch button on the toolbar. The punch will be added to the schedule bar. Notice how the added punch will have the small closed arrow.
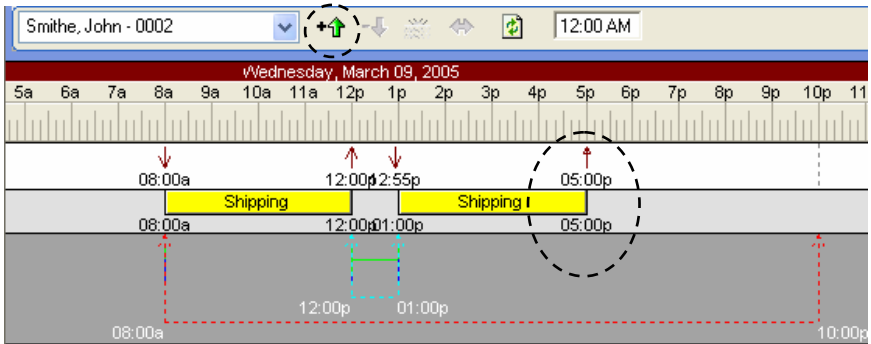
The time increment that displays when you move the insertion line depends on the zoom level of your timecard. The default zoom level will allow you to select time in a 2 minute increment. To be able to select time in a 1 minute increment, zoom in one level by pressing the left mouse button while the zoom pointer is on the ruler. The zoom pointer will resemble a magnifying glass and will look like this .

Using the Schedule Bar to Edit a Punch

After selecting the employee and the day to edit, locate the punch that you want to delete and click on it with the pointer. A box will surround the punch. In the example below, the employee punched Out twice by mistake. The 5:10pm punch is selected in this example.
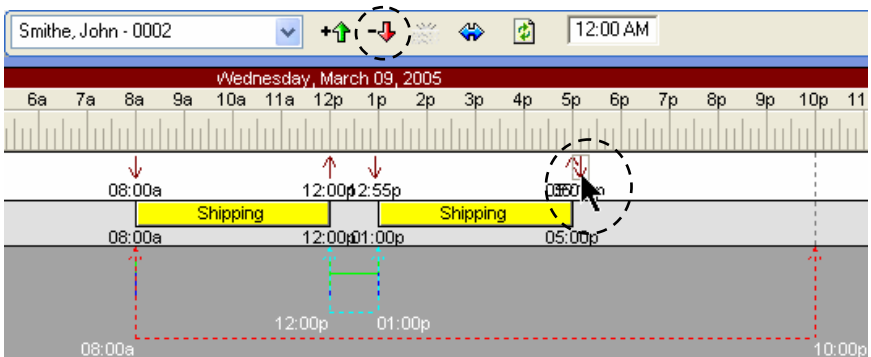
Click the Delete Punch button on the toolbar, and select Yes to the delete confirmation message. The punch will be deleted.

If you are not sure you want to delete the punch, select No on the delete confirmation message.

Using the Time Card Table to Add a Punch

After selecting the employee, locate the day to add the punch and click in the cell. In the example below, the employee forgot to punch back In from lunch.

Date	Day	In	Out	Day Totals	Regular	OT1	Vacation	Grand Totals
Oct-12-03	Sun	--	--	000:00				000:00
Oct-13-03	Mon	07:58 AM	12:00 PM	004:00				004:00
Oct-13-03	Mon	12:58 PM	05:00 PM	008:00	008:00			008:00
Oct-14-03	Tue	08:00 AM	12:04 PM	004:04				012:04
Oct-14-03	Tue	12:58 PM	05:02 PM	008:00	008:00			016:00
Oct-15-03	Wed	08:00 AM	12:00 PM	004:00				020:00
Oct-15-03	Wed	05:02 PM	?	004:00	004:00			020:00
Oct-16-03	Thu	07:58 AM	12:02 PM	004:02				024:02
Oct-16-03	Thu	12:58 PM	05:00 PM	008:00	008:00			028:00
Oct-17-03	Fri	08:00 AM	04:00 PM	000:00			008:00	036:00
Oct-18-03	Sat	--	--	000:00				036:00

Press the Spacebar on the keyboard; this will open the cell in "edit mode". Double-clicking will also open the cell in "edit mode".

Date	Day	In	Out	Day Totals	Regular	OT1	Vacation	Grand Totals
Oct-12-03	Sun	--	--	000:00				000:00
Oct-13-03	Mon	07:58 AM	12:00 PM	004:00				004:00
Oct-13-03	Mon	12:58 PM	05:00 PM	008:00	008:00			008:00
Oct-14-03	Tue	08:00 AM	12:04 PM	004:04				012:04
Oct-14-03	Tue	12:58 PM	05:02 PM	008:00	008:00			016:00
Oct-15-03	Wed	08:00 AM	12:00 PM	004:00				020:00
Oct-15-03	Wed	05:02 PM	12:00 AM	004:00	004:00			020:00
Oct-16-03	Thu	07:58 AM	12:02 PM	004:02				024:02
Oct-16-03	Thu	12:58 PM	05:00 PM	008:00	008:00			028:00
Oct-17-03	Fri	08:00 AM	04:00 PM	000:00			008:00	036:00
Oct-18-03	Sat	--	--	000:00				036:00

Type in the time of the punch. If it is an AM time press A; if it is a PM time, press P. In this example 1:00pm is entered.

Date	Day	In	Out	Day Totals	Regular	OT1	Vacation	Grand Totals
Oct-12-03	Sun	--	--	000:00				000:00
Oct-13-03	Mon	07:58 AM	12:00 PM	004:00				004:00
Oct-13-03	Mon	12:58 PM	05:00 PM	008:00	008:00			008:00
Oct-14-03	Tue	08:00 AM	12:04 PM	004:04				012:04
Oct-14-03	Tue	12:58 PM	05:02 PM	008:00	008:00			016:00
Oct-15-03	Wed	08:00 AM	12:00 PM	004:00				020:00
Oct-15-03	Wed	05:02 PM	01:00 PM	004:00	004:00			020:00
Oct-16-03	Thu	07:58 AM	12:02 PM	004:02				024:02
Oct-16-03	Thu	12:58 PM	05:00 PM	008:00	008:00			028:00
Oct-17-03	Fri	08:00 AM	04:00 PM	000:00			008:00	036:00
Oct-18-03	Sat	--	--	000:00				036:00

Use the right arrow on your keyboard to move to the minute field of the cell. You can also use the mouse pointer and click in the minute field.

Press the Enter key on the keyboard; the punch will be added and placed in the correct position in the table.

Date	Day	In	Out	Day Totals	Regular	OT1	Vacation	Grand Totals
Oct-12-03	Sun	--	--	000:00				000:00
Oct-13-03	Mon	07:58 AM	12:00 PM	004:00				004:00
Oct-13-03	Mon	12:58 PM	05:00 PM	008:00	008:00			008:00
Oct-14-03	Tue	08:00 AM	12:04 PM	004:04				012:04
Oct-14-03	Tue	12:58 PM	05:02 PM	008:00	008:00			016:00
Oct-15-03	Wed	08:00 AM	12:00 PM	004:00				020:00
Oct-15-03	Wed	01:00 PM	05:02 PM	008:00	008:00			024:00
Oct-16-03	Thu	07:58 AM	12:02 PM	004:02				028:02
Oct-16-03	Thu	12:58 PM	05:00 PM	008:00	008:00			032:00
Oct-17-03	Fri	08:00 AM	04:00 PM	000:00			008:00	040:00
Oct-18-03	Sat	--	--	000:00				040:00

Using the Time Card Table to Edit a Punch

After selecting the employee and the day to edit, locate the punch that you want to edit. Double click in the cell; this will open the cell in "edit mode". In the example below the 5:02pm punch is selected.

Date	Day	In	Out	Day Totals	Regular	OT1	Vacation	Grand Totals
Oct-12-03	Sun	--	--	000:00				000:00
Oct-13-03	Mon	07:58 AM	12:00 PM	004:00				004:00
Oct-13-03	Mon	12:58 PM	05:00 PM	008:00	008:00			008:00
Oct-14-03	Tue	08:00 AM	12:04 PM	004:04				012:04
Oct-14-03	Tue	12:58 PM	05:02 PM	008:00	008:00			016:00
Oct-15-03	Wed	08:00 AM	12:00 PM	004:00				020:00
Oct-15-03	Wed	01:00 PM	05:02 PM	008:00	008:00			024:00
Oct-16-03	Thu	07:58 AM	12:02 PM	004:02				028:02
Oct-16-03	Thu	12:58 PM	05:00 PM	008:00	008:00			032:00
Oct-17-03	Fri	08:00 AM	04:00 PM	000:00			008:00	040:00
Oct-18-03	Sat	--	--	000:00				040:00

Type over the time and enter the new time. If the punch is an AM time press A; if it is a PM time press P. In this example 5:30pm is entered.

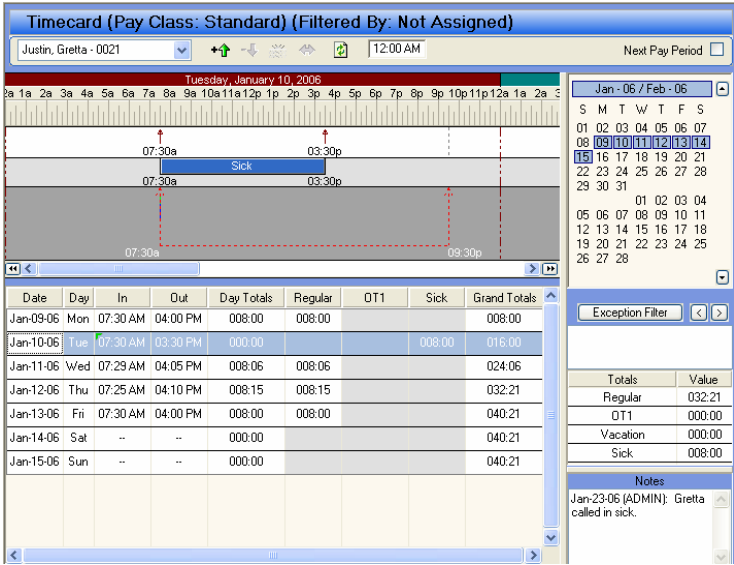| Date	Day	In	Out	Day Totals	Regular	OT1	Vacation	Grand Totals
Oct-12-03	Sun	--	--	000:00				000:00
Oct-13-03	Mon	07:58 AM	12:00 PM	004:00				004:00
Oct-13-03	Mon	12:58 PM	05:00 PM	008:00	008:00			008:00
Oct-14-03	Tue	08:00 AM	12:04 PM	004:04				012:04
Oct-14-03	Tue	12:58 PM	05:02 PM	008:00	008:00			016:00
Oct-15-03	Wed	08:00 AM	12:00 PM	004:00				020:00
Oct-15-03	Wed	01:00 PM	05:30 PM	008:00	008:00			024:00
Oct-16-03	Thu	07:58 AM	12:02 PM	004:02				028:02
Oct-16-03	Thu	12:58 PM	05:00 PM	008:00	008:00			032:00
Oct-17-03	Fri	08:00 AM	04:00 PM	000:00			008:00	040:00
Oct-18-03	Sat	--	--	000:00				040:00

Use the right arrow on your keyboard to move to the minute field of the cell. You can also use the mouse pointer, and click in the minute field.

Press the Enter key on the keyboard; the punch will be added to the table.

Date	Day	In	Out	Day Totals	Regular	OT1	Vacation	Grand Totals
Oct-12-03	Sun	--	--	000:00				000:00
Oct-13-03	Mon	07:58 AM	12:00 PM	004:00				004:00
Oct-13-03	Mon	12:58 PM	05:00 PM	008:00	008:00			008:00
Oct-14-03	Tue	08:00 AM	12:04 PM	004:04				012:04
Oct-14-03	Tue	12:58 PM	05:02 PM	008:00	008:00			016:00
Oct-15-03	Wed	08:00 AM	12:00 PM	004:00				020:00
Oct-15-03	Wed	01:00 PM	05:30 PM	008:30	008:00	000:30		024:30
Oct-16-03	Thu	07:58 AM	12:02 PM	004:02				028:32

Delete a Punch Using the Time Card Table

After selecting the employee, locate the punch that you want to delete and click on it with the pointer. The punch will become highlighted. In the example below, the employee punched Out twice by mistake. The 5:10pm punch is selected.

Date	Day	In	Out	Day Totals	Regular	OT1	Vacation	Grand Totals
Oct-12-03	Sun	--	--	000:00				000:00
Oct-13-03	Mon	07:58 AM	12:00 PM	004:00				004:00
Oct-13-03	Mon	12:58 PM	05:00 PM	008:00	008:00			008:00
Oct-14-03	Tue	08:00 AM	12:04 PM	004:04				012:04
Oct-14-03	Tue	12:58 PM	05:02 PM	008:00	008:00			016:00
Oct-15-03	Wed	08:00 AM	12:00 PM	004:00				020:00
Oct-15-03	Wed	12:55 PM	05:00 PM	008:00				024:00
Oct-15-03	Wed	05:10 PM	?	008:00	008:00			024:00
Oct-16-03	Thu	07:58 AM	12:02 PM	004:02				028:02

Press the Delete button on the keyboard, and select Yes to the delete confirmation message. The punch will be deleted.

Using the Time Card Table to Add a Text Note

You can insert a text note for an employee on a specific day; a single note can be up to 380 characters. For example, John Doe called in sick on Monday, so you might want to make a note on John's timecard that he called in sick on Monday. A day that has a note inserted will have a green indicator ( ) in the upper left corner of the timecard cell. When you click on the day, the text of the note will display in the Notes area of the timecard, which is located in the lower right corner of the timecard window. The note includes which user added the note and the date it was inserted. Notes can be viewed in the Timecard and on certain reports.

To insert a text note for an employee

- Right click in the timecard table on the day for which you want to add the note and select Insert Note from the pop-up menu.

- The Note Editor will open, type in the text for the note.

- Click OK, your note will be inserted and will display in the Notes area of the timecard.

-or-

- Click on the day in the timecard table and select Insert|Note from the menu.

- The Note Editor will open, type in the text for the note.

- Click OK, your note will be inserted and will display in the Notes area of the timecard.

Chapter 11 – The Exception Filter

The Exception Filter is a feature of the timecard that allows you to quickly search through the list of employees for certain exceptions. An exception is something out of the ordinary, such as a missed punch or missed break. See the illustration below for details on the Exception Filter.
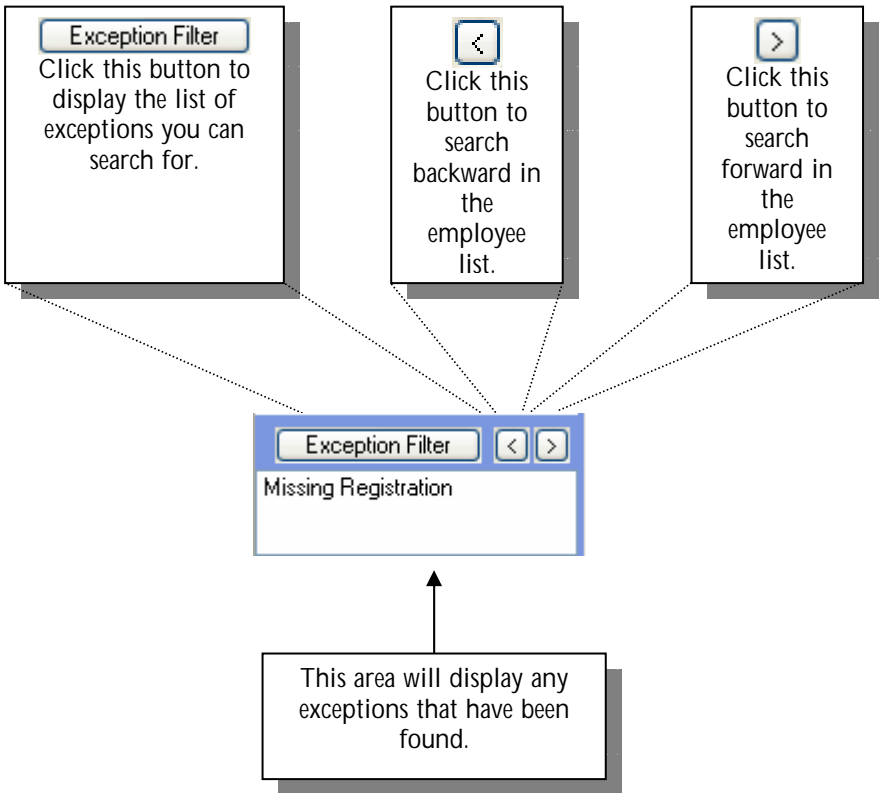
Before you can use the Exception Filter, you have to open an employee's timecard. Normally you would choose the first employee in the list.

Select an Exception to Find

After selecting an employee, click the Exception Filter button. The Exception List window will open.
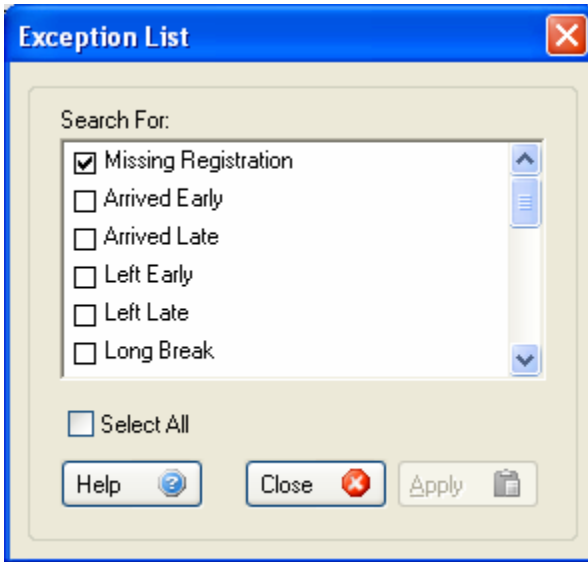
Select the exception you want to search for by clicking in the box next to the exception. The exception is selected when there is an X in the box. There are 6 available exceptions to look for. See the definitions below.

> **Missing Registration** - This exception displays if there are an odd number of punches.

> **Arrived Early** – This exception displays if an employee's In punch is prior to their scheduled In time. This exception only pertains to employees with Fixed Schedules.

> **Arrived Late** – This exception displays if an employee's In punch is after their scheduled In time. This exception only pertains to employees with Fixed Schedules.

Left Early – This exception displays if an employee's Out punch is prior to their scheduled Out time. This exception only pertains to employees with Fixed Schedules.

Left Late – This exception displays if an employee's Out punch is after their scheduled Out time. This exception only pertains to employees with Fixed Schedules.

Long Break - This exception displays if an employee punches back In from break and the punch falls within the extended break amount.

Missed Break - This exception displays if no punches fall within the scheduled time for the break.

Missed Break Out Registration - This exception displays if the Out for break punch occurs too early or if the employee doesn't punch for the scheduled break.

Missed Break In Registration - This exception displays if an employee punches In from break punch after the scheduled extended break amount.

Missed In Registration - This exception displays if an employee misses his punch or if the punch occurred out of range.

Click Apply to save your selections.

Once you select an exception the choice is saved until you go back and make a change.

Searching for Exceptions

Select the first employee in the list and any exceptions you want to find. In this example, the first employee is Jason Davis. Now click the [>] button.

When the Exception Filter locates an exception, it will stop on the day that the exception happened. Notice that the Exception Filter has moved to another employee, John Smith, and has located a missing punch.

Use the Schedule bar to determine what punches are missing. In the above example, you can look at the schedule bar and identify that John forgot to punch In from his break. He is missing his 1:00pm punch.

After locating any exceptions, correct them, and then click the [>] button to continue searching for exceptions. This message will display if no more exceptions are found.

Chapter 12 – The Global Icon

Using the Global feature located in the Data section of the list bar, you can add non-work time for multiple employees at one time.

This feature is commonly used for:

- Applying Holiday hours globally to a group of employees.

- Applying non-worked hours, such as Vacation, to an employee or group of employees for any future date.

Non-Work Time Tab

The Non-Work Time tab of the Global icon allows you to add non-work time to several employees at one time. Select the employees; press and hold the Ctrl key, and click on the date in the Calendar. Select the Pay Code; enter how much time to add and click Apply.

Recalculate – Select this option if you want to recalculate the database when adding non-work time for several employees.

If you don't select the Recalculate option, you will be asked to recalculate when you go into the Timecard or Reports icon.

Group - Choose the group that contains the employees you want to work with, such as All Employees or a certain department or group.

Employee List - Pick employees from the Employee List by clicking on the ones you want to select.

Pay Code - Choose the type of non-work time, such as Holiday, Vacation, etc.

Duration - Enter the length of the non-work time in HH:MM format.

Calendar - Choose which day or days this non-work time is for by holding the **Ctrl** key and clicking on the date(s).

The date will only be selected if you use the **Ctrl** key while clicking on the date.

Start Override - Click this box if you want to use a start time other than what you set in the Non-Work Defaults in the Preferences tab of the System icon. Enter the start time you want to use.

Clear Dates - Click this button to clear the dates so you can start over.

Purge Tab

The Purge tab of the Global icon allows you to remove punches and non-work time from several employees at once. Select the employees you want to remove punches or non-work time from; choose the start and end dates and times to purge, and then click Apply.

For instance, you can use this feature to quickly remove non-work time you have mistakenly added for the future.

Recalculate – Select this option if you want to recalculate the database when removing punches and non-work time for several employees.

Note: If you don't select this option you will be asked to recalculate when you go into the Timecard or Reports icon.

Group - Choose the group that contains the employees you want to work with, such as All Employees or a certain department or group.

Employee List - Pick employees from the Employee List by clicking on the ones you want to select.

Start Time of Registrations - Enter the earliest time that you want to start deleting non-work time or punches.

Start Date of Registrations - Enter the earliest date that you want to start deleting non-work time or punches.

End Time of Registrations - Enter the latest time that you want to stop deleting non-work time or punches.

End Date of Registrations - Enter the latest date that you want to stop deleting non-work time or punches.

Chapter 13 – The Reports Icon

The Reports icon opens the Report Manager. The Report Manager allows you to run reports on the employee data.

When you open the Report Manager, the "Selector" will display. With the Selector you see four sections, the Menu and Button Bar, Report Selection which includes a snap shot of the selected report, Date Selection and Employee Selection.

You can run reports on the current pay period, any closed pay period, the next pay period, certain months, or for a date range.

Selecting a Report
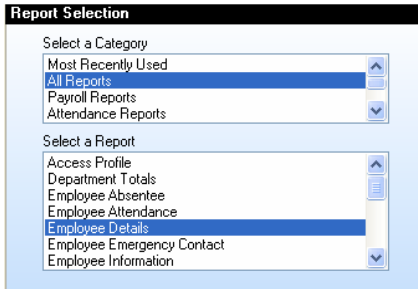
Choose the type of report you want under Select a Category.

Choose the report you want to run under Select a Report. When you select the report, a snap shot of the report will show in the Sample Preview area.

> Before you run your report, you should use the Format menu to select how the time, date and employee names are formatted. You can also set which pay codes will show and how columns and colors will show using the Tools menu.

Selecting the Time Period

Choose the time period for the report under Date Selection. You can select the current, next, or any closed pay period. You can also define your own time period by selecting Other Period.
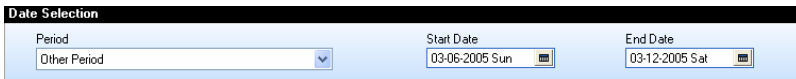
If you choose Other Period, the Start Date and End Date field will open. Select the date range for the report.

Selecting Employees to Include

Under Employee List, choose the employee(s) to include on the report. Employees that will be included on the report will have a check ☑ in the box beside their name.

Use the Sort Employee List by option to change how employees are displayed in the Employee List. They can be sorted by Name, Badge number, or ID number.

At Options for Employee List, choose whether to show Full Time, Part Time, Temporary, Seasonal, Inactive and / or Terminated employees in the Employee list.

Check the box 'Report on Employees with Zero Hours' if you would like employees that do not have any time to display on reports.

Use the Advanced button to select employees by department or multiple departments.

If you want to run a report that only displays terminated employees, uncheck all of the boxes under Options for Employee List and select the Include Terminated Employees check box. You can do the same thing for inactive employees by checking the Include Inactive Employees box.

Viewing the Report

Click the Preview button to view the report or double-click the live Sample Preview in the top right corner of the screen.
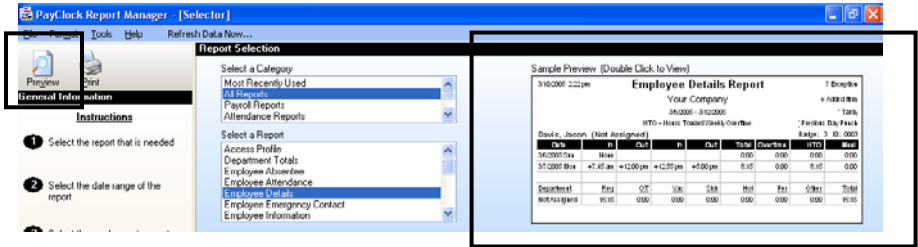
You can print the selected report without viewing it by clicking on the Print button.

Using the Reports Toolbar

When you run a report, the reports toolbar will display above the report. This toolbar allows you to perform certain tasks with the displayed report. See the illustration below for details on the Toolbar.

| Print | Save | Export | E-mail | Design | Refresh | Dates | Back | Riddle, Sally | Forward | Help | Close |

Print the report.

Save the report data or report design.

Export the report data.

Email the report.

Modify the report layout.

Refresh the report data.

Modify the date range for the report.

Scroll through the report pages.
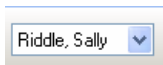
Select employees from the list.

Open online help.

Close the open report.

Printing a Report

With the report displaying, click the Print button. The Print window will open.

.
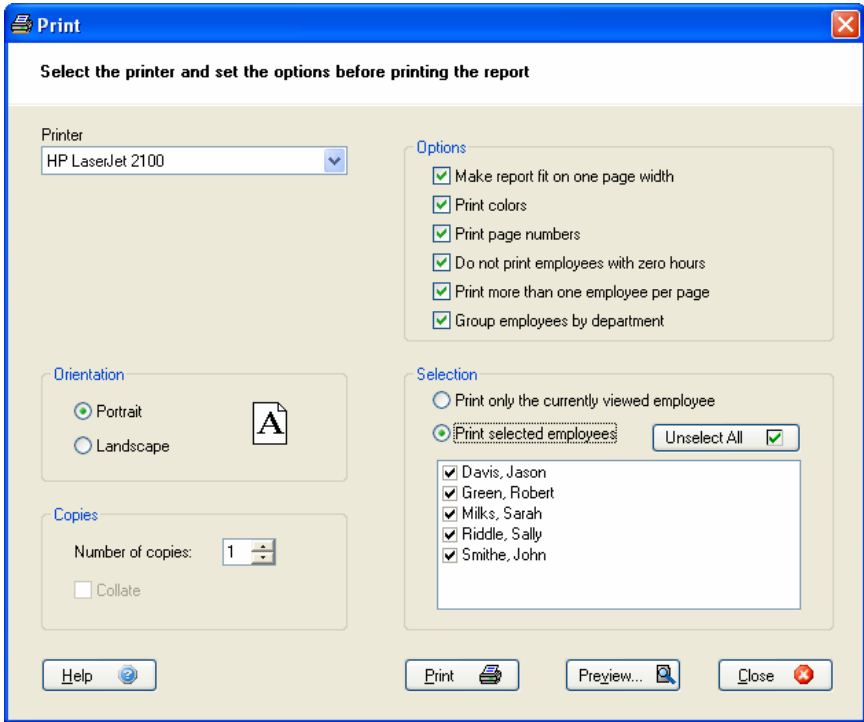
Your default printer will show in the Printer list. To print to a different printer, select it from the Printer list.

Under Orientation, select either Portrait or Landscape.

Under Copies, choose how many copies of the report to print and whether to collate if you choose more than one copy.

Under Options select which options you wish to use.

In the Selection section, choose the employee(s) or departments to include on the report. You can print the what is currently viewed or make your selection from a list.

When you are satisfied with the settings, click the Print button.

Saving a Report

With the report displayed, click the Save button and select Report Data… The Save Report Data window will display.
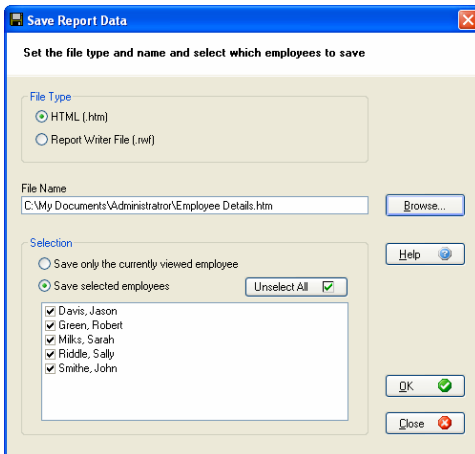
At File Type, select either HTML or Report Writer format.

Under File Name, use the default name or type a new name. If you would like to save the report in a different folder, click the Browse button and locate and open the folder. Then click Save.

In the Selection section, choose the employee(s) or departments to include on the report.

Click the OK button to save the report data.

Exporting Report Data

With the report displaying, click the Export button, and select the format. The Save As window will display.
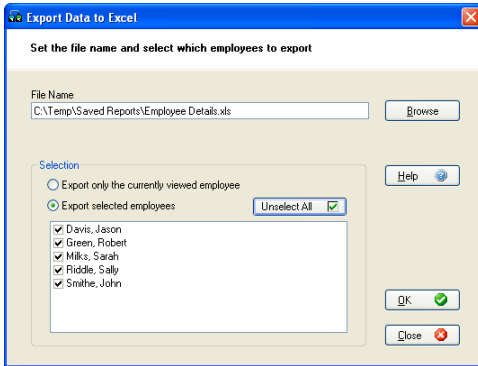
Under File Name, use the default name or type a new name. If you would like to save the report in a different folder, click the Browse button and locate and open the folder. Then click OK.

If you choose to export in a Fixed Length File format, you will be prompted to define the amount of characters for each field under Length.

When the export process is complete, a message will display asking if you wish to view the export file.

Excel Format Note: When the export process is complete and you select Yes to view the file, Excel will open automatically. In order to make changes to the document you will have to use the "Unprotect Sheet" option in Excel.

Emailing a Report

With the report displayed, click the Email button. The E-mail Report window will display.
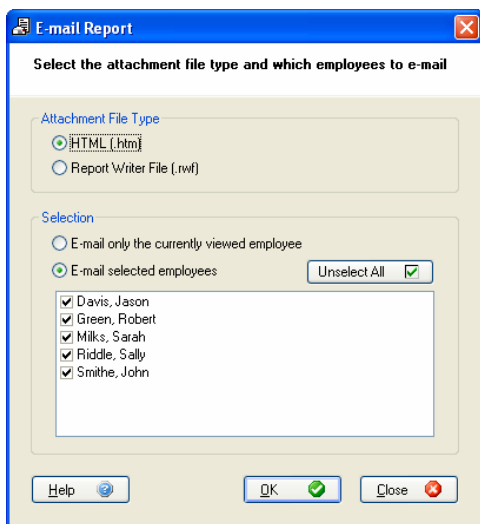
At File Type, select either HTML or Report Writer format.

In the Selection section, choose the employee(s) or departments to include on the report.

Click the OK button; your e-mail window will open. Select who you want to send the report to and click the Send button.

When e-mailing in HTML format, it may be necessary to print out the report in landscape orientation.

Employees Logging In and Viewing Reports

PayClock allows employees to open and view certain reports. The reports will only contain the data of the employee's logging in, i.e John Doe will not be able to see any other employee's data.

By default, all employees will have access to their Employee Timecard and Employee Totals report.

Selecting Reports for Employees to View

From the Tools menu within Report Manager, select the Setup Employees to Log In menu item. From the Employee List, select the employee(s) you want to work with and then Add or Remove reports in the Available Reports list. When you have finished, click OK to save the changes.

Logging In

Double click on the Report Manager icon. The Log In window will display.

Click the Employee Log In option. The Log In window will change and allow employees to select their names from the list and log in using their passwords. Note: The default password is "lathem". The employee can change their password by clicking on the Change button.

After the employee logs in, the Report Manager will open and allow him to view his predefined reports.

Chapter 14 – The Exports Icon

The Export icon allows you to export your data to payroll. When you click the Export icon, a window opens with the exporting options you have setup at the System icon, in the Payroll Export tab.

Creating an Export file

Click the Export icon, the Export Payroll Data box appears.

Under Payroll Interfaces, choose which export you want to create if it is not already selected.

Under Period to Export from, choose which pay period you want to export.

Click the Export button.

Note: The ASCII Employee List export creates a comma delimited text file with the last name, first name, middle initial, employee number, badge number and home department. The ASCII Employee List / Wages export creates a comma delimited text file with the last name, first name, middle initial, employee number, badge number, home department and base wage.

Chapter 15 – The Close Period Icon

The Close Period icon allows you to close out the current pay period. You can also re-open the last closed pay period.

Closing the Pay Period

The close process moves the Current Pay Period to a historical pay period and locks that pay period's data. What was the Next Pay Period will then become the current Pay Period. After you close your pay period, you can still run reports and exports, but you *cannot edit the closed data.* Make sure that you have finished making all your changes before closing your pay period.

You may want to export your data first to ensure it is correct before closing the pay period.

Click the Close icon, the Close Pay Period box appears.
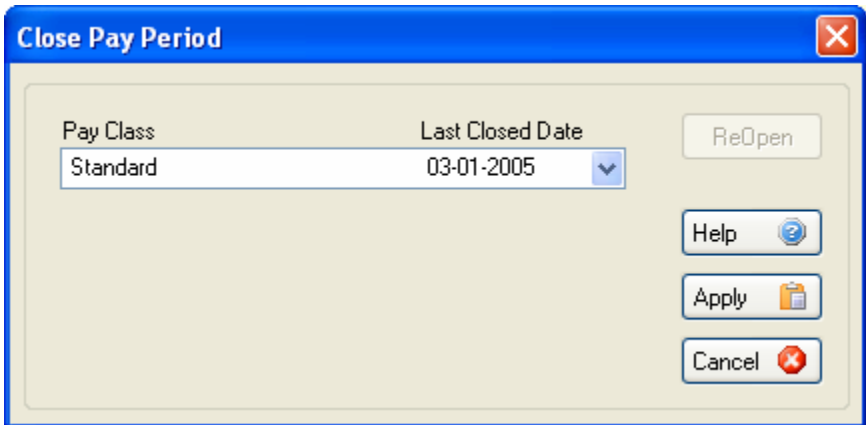
Click the Apply button. The Confirm Close dialog box appears. Make sure the date for the pay period being closed is correct.

If you are not sure if you want to close the selected pay period, click **CANCEL.**

Type YES and click OK with your mouse.

Re-Opening a Closed Pay Period

When you perform the re-open process, the software moves the last closed pay period back to the current pay period. After you re-open your pay period, you can edit the data in the timecard just like before closing the pay period.

Click the Timecard icon, make sure the employee selection is **0000 - Not Selected**, otherwise you will not be able to select the re-open option in the next step.

Click the Close icon, the Close Pay Period box appears.

Click the ReOpen button, the ReOpen Last Pay Period box appears.

Confirm the re-open by typing 'yes' in the box, then click the Apply button.

Click the Yes button to complete the re-open.

Note: The ReOpen process can only re-open the last closed pay period. It cannot re-open pay periods closed prior to the last pay period closed.

Chapter 16 – Backing Up and Archiving

The backup function makes a copy of all your data files in the Database folder, and then compresses them into one file. You can restore this file in the event of a disaster, which will put all of your data back to the time of the last backup. Archiving allows you to move and store historical data at a secure location. **Note:** The backup and archiving functions will not be available from a PayClock EZ client when running PayClock EZ in a multi-user system. You will only be able to run the backup or archive function from the computer where the PayClock EZ server is installed.

Backing up your data

- Click the Backup Now button in the Reminders section of the MyWorkforce, and the Database Backup Manager window opens.

- Under File Name, type in the name you want to give your backup (the default name is Database). Backups have the file extension TDK. If you leave your backups with the same name each time, the backup function adds the new backup information to the file, and does not overwrite the file.

- Under Note, you can type in a description of your backup (optional).

- Choose the folder where you want to save the backup. If you choose a different folder than listed for your backup, you can make it the default by clicking the checkbox 'Save as my Default Backup Location'.

- To make the Backup, click Create. When the process is finished click Close.

Archiving your data

- Click the Archive Now button in the Reminders section of the MyWorkforce and the Database Backup Manager window opens.

Reminders			
Last Export:	Never	Export Now	
Last Backup:	Never	Backup Now	
Last Archive:	Never	Archive Now	
Last Close:	3/1/2005	Close Now	

- Under Historical Pay Periods, choose which pay periods you want to archive. You can click Select All to choose all listed pay periods.

- Under File Name, type in the name you want to give your archive. You should use a name that identifies the time-period being archived. Archives have the file extension TDA.

- Under Note, you can type in a description of your archive (optional).

- Choose the folder where you want to save the archive. If you choose a different folder than listed for your archive, you can make it the default by clicking the checkbox 'Save as my Default Archive Location'.

- To make the Archive, click Create. When the process is finished click Close.

> It's a good practice to backup your database every week or once a pay period and archive your data every 2-6 months based on the amount of employees in your database.

New
Feature

Chapter 17 – Setting Up a Multi-User System

PayClock EZ is, set up by default, as a single user system. You must purchase a concurrent user feature through License Manager for multi-user access. You must call Lathem to purchase the concurrent user feature.

What is the difference between a Single User and Multi-User system?
With a single user system, users cannot access the PayClock EZ application on a separate computer across the network. Typically, a multi-user system will have more than one log in and be accessed across a LAN.

When will I need to purchase a concurrent user feature?
- If you have any users who will log in from different computers on the network

How do I turn a single user system into a multi-user system?

1. Purchase a Concurrent User Feature
You must purchase a concurrent user feature through License Manager. The **concurrent user feature** options available are 3 or 6.

Open License Manager, log in as the Administrator and click the Feature Wizard button.

Click Next and select either the 3 or 6 concurrent user feature.

Click the Add button, the feature will be moved to the Selected Features area.

Click Next, a window with the Purchase Code will display. At this point, you can call Lathem and buy the purchase code or you can run the feature in a 30 day timed demo.

After enabling the concurrent user feature move to the next step.

2. Configure the Access Profiles

An access profile defines which sections or programs a user can use in PayClock. You can create up to 512 access profiles. Use the Access Manager to create and change access profiles and permissions. There are 4 default access profiles in PayClock: Administrator, Guest, Supervisor and View Only.

Open Database Manager, log in as the Administrator and click the Users icon.

From the **Tools** menu select **Access Manager**..., the Access Profile Manager window will display.

To edit a profile

- Select the profile from the list.

- Make the needed changes, and then click Save to keep the changes.

To create a new profile

- Click the New button, and enter an identifier for the profile in the **Profile Name** field.

- From the "**May Access**" list select which parts of the PayClock software the profile will be able to view.

- At the "**These Items**" list, select whether the profile has Full or View rights for each part of the software selected.

- Click the **View only** button, if the selected section of the profile will only need view access.

- Use the **Clear All** button to remove the checks from all boxes. **Note:** With all checks removed the profile will not have any rights to the PayClock software.

- Use the **Select All** button to put a check in every box.
  Note: With all items checked, the profile will have full
  access rights to the PayClock software.

- Click Save to keep the changes.

- You are now ready to assign the access profile to a user.

3. Setup the Users

The User icon allows you to add, edit or delete user accounts.
You can create up to 512 user accounts. Use the User
Information window to add and edit users.

Open Database Manager, log in as the Administrator and click
the Users icon.

To add a user

- Click the New button, the User Information window will
  display.

- Enter the user's last name, first name and middle initial

- At the **Login** field, enter an identifier the user will use when
  logging into PayClock. Note: This is a 7-character field.

- Select the access rights for the user by choosing the proper
  profile from the **User's Access Profile** list.

- Select which language PayClock will display when the user
  logs into PayClock from the **User's Language** list.

- If the user will be logging into PayClock right away make
  sure that there is a check in the **Active** box. This option
  determines whether the user can log in to PayClock. When
  you uncheck this box, the user cannot open any PayClock
  programs.

- Employees are assigned to groups, the groups that you select
  in the **Groups the User may view** list will determine which
  employees the user will have access to in PayClock. To select

a group, click in the box next to the name. The group is selected when a ⊠ displays in the box.

- If you wish, you can enter the password the user will use when logging into PayClock by clicking on the Password button. Otherwise, the password is set to 'lathem' by default. Note: If you do not want the user to be able to change their password, select the "User may NOT change Password" option.

- Click OK to save the changes.

To edit a user

- Select the user from the list.

- Click the Edit button, the User Information window will appear.

- Make the needed changes, and then click OK to save the changes.

To delete a user

- Select the user from the list.

- Click the Delete button, if you are sure click Yes.

    Note: Once you delete a user you cannot undelete them, you will have to add the user back.

4. Install the Client Software

- Go to the computer where you want to install the PayClock Client.

- Insert the PayClock CD-ROM in the CD-ROM drive.

- From the main window click on **Client Install.**

- At the Welcome screen, click **Next.**

- At the Destination Location, choose a folder in which to install PayClock, then click **Next**.

- At the Start Installation screen, click **Next**.

- Once Setup copies the files to your computer, click **Finish**.

Launch the PayClock EZ Client

1. Double-click the PayClock EZ icon on your desktop. As PayClock opens, a Log In window appears prompting you to select a user and enter your password.

2. Choose a user from the User List and type in the password and click OK.

Next, the MyWorkforce window should appear. The user will have access rights associated with the account selected when logging in.

Note: See Chapter 20 Software Troubleshooting if you are unable to connect to the PayClock Server.

Important Note about Firewall Software!

If you are using firewall software, you may need to unblock or allow access to a number of PayClock application files. The PayClock installation automatically exposes the typical application (*.exe) files if you are using the Windows XP Service Pack 2 built in firewall. Note: When we configure PayClock in the Windows XP Service Pack 2 built in firewall, we do not open specific ports. Instead we expose the application (*.exe) file. This insures that the necessary available ports will be open when needed. Here is a list of the applications and their corresponding application executables:

Main Application Files

BADGEX.EXE	Badge Excluder Utility
BELL.EXE	Bell Ringing Setup Wizard
BT32SMGR.EXE	Database Service**
BTENG32M.EXE	Database Manager**
DIALIN.EXE	Dial In Manager Wizard
DBMGR.EXE	Database Manager User Interface**
EMPREPORTS.EXE	Employee Reports Setup Utility**
EXPORT32.EXE	Export Engine**

IMPORT.EXE	Data Import Utility
LICMGR32.EXE	Licence Manager**
LRSEDIT.EXE	Langage Editer Utility
MAPDB.EXE	Database Connection Object Utility**
MERGE.EXE	File Merging Utility
MSGCHECK.EXE	Message checker**
PCCLICK.EXE	PC Click User Interface**
PCIHSV.EXE	Interactive Help**
PCSCMGR.EXE	Server Manager User Interface**
RBEDIT.EXE	Raw Registration Editor**
REGISTER32.EXE	Registration Wizard**
RENY.EXE	Startup Manager**
RENYRUN.EXE	PayClock Base Module**
REPWRITE.EXE	Report Manager Interface**
SETDST.EXE	Custom Daylight Savings Setup Utility
TERMMGR.EXE	Terminal Manager**

**Automatically exposed for the Windows XP Service Pack 2 built in firewall.

Export Application Files
The following files are used with the payroll exports. Depending on your needs, you may not use them.

ADP.EXE	ADP PC/Payroll Wizard
CMPLET.EXE	Intuit Complete Payroll Wizard
DYNACM.EXE	Dynacom Accounting Payroll Wizard
FORTUNE.EXE	Fortune 1000 Payroll Wizard
PAYCLOCKQBEVENT.EXE	Utility to add custom menu items in QuickBooks 2004 or Later
PAYWORK.EXE	PayWork Payroll Wizard
PCPWNWIZ.EXE	Paychex Paylink for Windows Payroll Wizard
PREVWPRO.EXE	Preview by Paychex Payroll Wizard
PROGRESS.EXE	Progressive Payroll Wizard
PROWIZ.EXE	Payroll 1 Wizard
QB02SYNC.EXE	QuickBooks 2002 Integration**
QB03EXP.EXE	QuickBooks 2003 or Later Payroll Export
QB03SYNC.EXE	QuickBooks 2003 or Later Integration**
QB03WIZ.EXE	QuickBooks 2003 or Later setup wizard**
QBEXPORT.EXE	QuickBooks Payroll Export
QBSETUP.EXE	QuickBooks setup wizard**
RAPIDPAY.EXE	Rapid Payroll Wizard
SIMPLY.EXE	Simply Accounting Payroll Wizard

**Automatically exposed for the Windows XP Service Pack 2 built in firewall.

Chapter 18 – Getting Help

The PayClock Interactive Help System is designed with video, audio and text to help you get the most from your PayClock software. To find help on a subject, select a Topic and then a subject from the Contents list.

You can also press the F1 key on the keyboard or click on the Help button to open help that is specific to the window you have opened.

Choose Programs from the Start menu. Then select the PayClock group, and click on the Interactive Help System icon. The viewer contains 4 sections - the Topics window, the Contents, Index and Search window, the Toolbar and Viewing window.
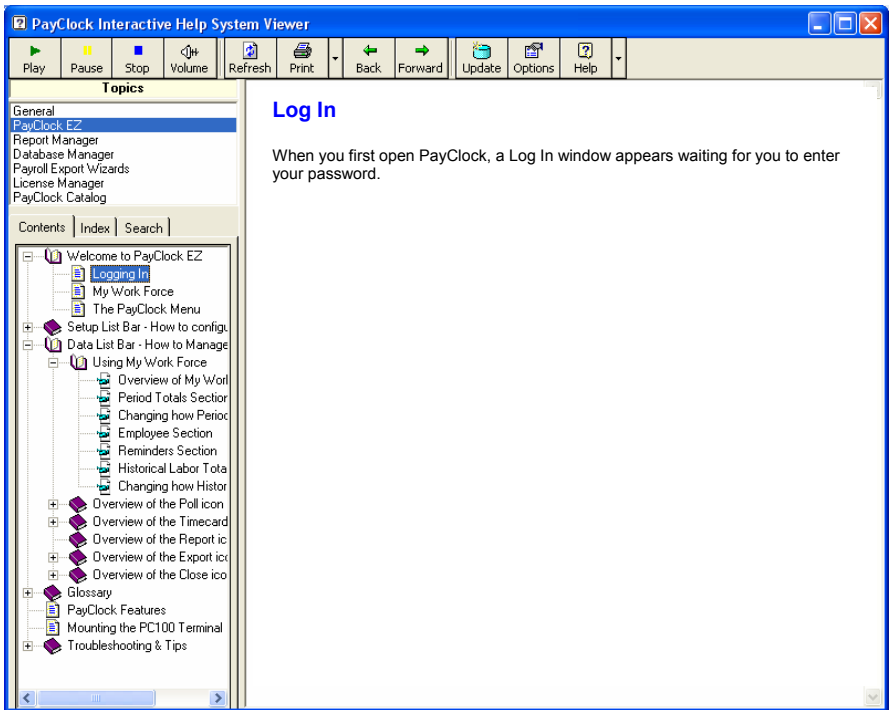
This icon lets you know that this item is a video. When you select this item, the video will play in the viewing window.

This icon lets you know that there is more information about the item. To expand the list click on the plus (+) next to the book and it will open.

This icon lets you know that this item is a printable document. When you select this item the document will display in the viewing window.

Viewing a Topic

From the Topics window, click on the desired topic. A list of the subjects associated with the topic will display in the Contents window.

Click on an item in the Contents list. The details will show in the viewing window.

Watching a Video

From the Topics window, click on the desired topic. A list of the subjects associated with the topic will display in the Contents window.

Click on the desired video icon, and then click the Play button on the toolbar.

Annual Support Agreements

Annual Support Agreements give you the ultimate in convenience, productivity, and peace of mind. With an Annual Support Agreement, you don't have to keep track of minutes, and you can contact us whenever you have a question.

- Unlimited access to Technical Support Specialists for 12 months, with no limits on minutes or incidents!

- Unlimited access to Lathem's extensive library of web-based FAQ's and "tech tips"

- Free software updates and enhancements during the Support Period.

- The best value Lathem offers: If you make even just one support inquiry a month, you could spend $360US a year at pay-per-call rates.

Contact Lathem's sales department for pricing on your specific product.

To enroll, call 1-404-691-1065.

Monday-Friday 8:30 a.m. to 4:30 p.m. EST.

Lathem's Live Web Support

The perfect option when you need help. With Lathem Live Support, the support representative can immediately diagnose, troubleshoot and resolve Lathem software support issues using a variety of incident-resolution tools, including: remote diagnostics, file transfers, reboot/reconnect, remote viewing/control, whiteboard, and session transfer. Additional charges will apply.

Per Call Telephone Support

The perfect option when you want to pay as you go for one-on-one support.

Assistance from 8:00 a.m. to 7:00 p.m. EST, Monday - Friday.

Convenient billing to your Visa, MasterCard, or American Express.

To receive support on a pay-per-call basis using your credit card, call 1-404-691-1065.

Knowledge Base Support

Submit a question through our online knowledgebase, and one of our technicians will respond to your inquiry within 24 hrs. Our knowledgebase contains many hints, tips, and troubleshooting items that will help you get up and going.

<div align="center">

http://support.lathem.com

</div>

Knowledge Base support via email is currently free to registered users of Lathem products.

Chapter 19 – Hardware Troubleshooting

The following section contains common questions and problems as well as their appropriate resolutions.

To view a complete list of common problems and their solutions, please visit our knowledge base located online at:

http://support.lathem.com

Issue	Resolution
I can not connect to the PC100 time clock to communicate. What should I do?	Restart Windows and try communications again. Make sure the cable plug is pushed all the way up into the time clock. Make sure the correct Com Port is selected on the Setup|System|Terminal screen in the software. Palm Pilots, other PDA's, software for an uninterruptible power supply, a label printer, a GPS docking station, or scanner can seize the Com Port, making it inaccessible for use by other programs. To correct this situation: Ctrl+Alt+Del|Task Manager|Processes. End Process on Hot Sync, end process on Microsoft ActiveSync or any other modules that might seize a com port.
When an employee tries to swipe his badge the clock displays "Invalid Badge". What should I do?	This is an indication that the employee data has not been updated at the clock. In the Setup section of PayClock, go to the Terminal tab located in the System icon and click the Update Clock button.
How do I setup a PC400TX to communicate with the PayClock EZ	Connect the terminal as instructed. Open PayClock EZ, click on the Setup listbar and select the System icon. Click on the Terminal tab and select the

software?	PC400TX as the Type. Click the Locate Network Device button and follow these steps:
	From the Locate Network Device window, click the **Discover** button. PayClock will search your network trying to locate the PC400TX you have connected.
	When your PC400TX is located this message will display "NOTE: The terminal device is on a different subnet, the port setting can not be changed.". Click OK to the message, the window will display with the IP Address at 127.000.000.001 and a Status of "Invalid IP". This is normal because the PC400TX is set to a default IP address of 127.000.000.001 at the factory.
	At the IP Address box, enter the IP address you want to use for your PC400TX clock. Your network administrator will provide you with a unique IP address.
	At the IP Port box, enter the IP Port you want to use for your PC400TX clock. **Note: This setting is used when setting up a PC400TX to communicate across a WAN and should typically be left at the default setting of 1001.**
	Click the **Assign IP** button.
	When PayClock sets the IP address in the PC400TX the Status in the Locate Network Device window will change from "Invalid IP" to "Exists".
	Close the Locate Network Device window by clicking on the Close button, the PC400TX's IP address will display in the Communications section of the Terminal tab.
How do I setup a PC100 with an optional "TXTOSER" Ethernet Adapter to communicate with the PayClock EZ software?	Connect the terminal as instructed. Open PayClock EZ, click on the Setup listbar and select the System icon. Click on the Terminal tab and select the PC100TX as the Type. Click the Locate Network Device button and follow these steps:
	From the Locate Network Device window, click the **Discover** button. PayClock will search your

network trying to locate the PC100TX you have connected.

When your PC100TX is located this message will display "NOTE: The terminal device is on a different subnet, the port setting can not be changed.". Click OK to the message, the window will display with the IP Address at 127.000.000.001 and a Status of "Invalid IP". This is normal because the PC100TX is set to a default IP address of 127.000.000.001 at the factory.

At the IP Address box, enter the IP address you want to use for your PC100TX clock. Your network administrator will provide you with a unique IP address.

At the IP Port box, enter the IP Port you want to use for your PC100TX clock. **Note: This setting is used when setting up a PC100TX to communicate across a WAN and should typically be left at the default setting of 1001.**

Click the **Assign IP** button.

When PayClock sets the IP address in the PC100TX the Status in the Locate Network Device window will change from "Invalid IP" to "Exists".

Close the Locate Network Device window by clicking on the Close button, the PC100TX's IP address will display in the Communications section of the Terminal tab.

Chapter 20 – Software Troubleshooting

The following section contains common questions and problems as well as their appropriate resolutions.

To view a complete list of common problems and their solutions, please visit our knowledge base located online at:

http://support.lathem.com

Issue	Resolution
I can not get the software to register.	Close all error messages and restart Windows.
	Go to the PayClock program group, and double-click the License Manager icon (the icon is a hammer on top of a document).
	Click the Recovery button and then phone 1-404-691-1065, and select option 1 to obtain a "Recovery Key". You will need to give the agent the "Recovery Code" generated within License Manager.
	While the agent is still on the phone, enter the "Recovery Key" into License Manager and click Start.
	Click the Feature Wizard button and then click Next.
	Confirm that "50 employees – 30 demo days" shows up in the right-hand box.
	Click Next and then click "Purchase Software".
	Give the agent the "Purchase Code" from the top of this screen, and then click Finish.
	Type in the "Unlock Key" number the agent gives you, and then click Enable.

What is the password to login to the software?	The default password is "lathem".
	If you have changed the default password, and can't remember your new password, you must call a Lathem technical support representative who can assist you in resetting your password.
The last punch for an employee is not showing up. How do I fix this?	Verify that you have set a reasonable max day length set, such as 14 hours.
	Click on the day the shift began in the timecard table of the affected employee's timecard.
	Move your mouse pointer so that it turns into a bold down arrow in the lower section of the schedule bar.
	Click at the time for the new max day length, beyond the last out punch (You may find it helpful to zoom out on the schedule bar in order to do this work).
	If needed, press the left or right arrow on your keyboard to adjust the end-of-day time
	Click Insert | New Max Day Length from the menu (or click the sunset button).
How do I add a missing punch?	See Chapter 10 – Editing Time Cards for detailed instructions.
	Click on the question mark on the day in question in the timecard screen. Type the hour of the day. Click on the minutes, and type the minutes. If it is a morning punch, press the Enter key. If it is an afternoon or evening punch, press the P key followed by the Enter key. PayClock will automatically sort the punches into the proper order.
I closed a pay period too soon. How do I re-open it for editing?	Go to the timecard screen and choose "Not Selected" in the employee drop-down box.
	- Click the Close Period icon.
	- Click the Reopen button in the upper right.
	- Choose Standard for the Pay Class.
	- Type YES.
	- Click the Yes button to confirm your intent

How do I change PayClock EZ from "Single User" to "Multi-User"?	See Chapter 17 Setting up a Multi-User System.
The message "PayClock Server Connection Manager" "PayClock Server has Stopped" shows in the notification area and the icon has a red circle on it. 🖳	The PayClock Database Service has stopped. Try the following: Right mouse click on the PayClock Server Connection Manager icon and select Service Control | Repair from the menu. -or- Reboot the computer and the PayClock Database Service will restart automatically.
I can't poll my clock from the client computer running PayClock EZ.	The PayClock EZ icon on the client computer has been setup to deactivate polling. To remove the no polling switch follow these steps: At the computer where the PayClock client is installed, locate the PayClock icon on the desktop. Right click on the icon and select Properties from the pop-up menu. From the Target line delete the following text /NOPOLLING Click Apply and OK. Follow the same steps for the PayClock EZ icon located in the PayClock group.
When I try to start PayClock EZ from the client computer, I get the error "The Client Could Not Connect to the Server". What should I do?	This message means the client could not connect to the PayClock server. Try the following: -Make sure that the computer is up and running where the PayClock Database Server is installed. If the computer is shut down start it up and then try starting PayClock EZ on the client computer. -or- -Make sure the PayClock Server has been set up to share data with other users. Follow these steps: At the computer where the PayClock Server is

installed, right mouse click on the PayClock Server Connection Manager icon 🖥 and select PayClock Connection Wizard from the menu. Step 1 of the wizard will open, click Next.

On Step 2 select the "Setup a PayClock Full Installation" option and click Next.

On Step 3 check "Yes, I want to share my PayClock Data with other users on the network." From the list, select the network adapter you want to use. You may need to contact your network administrator if you are not sure which adapter to select. Click Next after selecting the network adapter.

On Step 4 choose "Select an IP Address" and from the list select the IP address. Note: It is recommended that the computer where the PayClock Server is installed have a "Static IP" address. You may need to contact your network administrator if you are not sure which IP Address to select. Click Next after selecting the IP Address.

On Step 5 set the Computer Port Address. Lathem recommends leaving this setting at 7100 unless there is a conflict. You may need to contact your network administrator if you are not sure which Computer Port Address to use. Click Next after setting the Computer Port Address.

On Step 6 select the Database Path. Typically, the path will be C:\PayClock\Database. Note: The path must be located on the same computer where the PayClock Server is located. You may need to contact your network administrator if you are not sure what path to select. Click Next after setting the Database Path.

On Step 7 click the Finish button to complete the wizard. Try starting PayClock EZ on the client computer.

-or-

-Make sure the PayClock EZ Client has been set up to connect to the PayClock Server. Follow these steps:

At the computer where the PayClock EZ Client is installed, click on the PayClock Connection Wizard icon located in the PayClock group. Step 1 of the wizard will open, click Next.

On Step 2 select the "Setup a PayClock Client Installation" option and click Next.

On Step 3 check "My PayClock Server is on another computer on the network." From the list, select the network adapter you want to use. You may need to contact your network administrator if you are not sure which adapter to select. Click Next after selecting the network adapter.

On Step 4 if the PayClock Server has a "Static" IP Address choose "Select an IP Address" and in the list type in the IP address of the PayClock Server computer. Click the Find Remote Server button to verify that the setting is correct. If the PayClock Server does not have a Static IP Address choose "Use a Fully Qualified Domain Name" and type in the name of the computer where the PayClock Server is running. Click the Resolve Address button to verify the setting is correct. You may need to contact your network administrator if you are not sure which IP Address to select. Click Next after selecting the IP Address.

On Step 5 set the Computer Port Address. Lathem recommends leaving this setting at 7100 unless there is a conflict. You may need to contact your network administrator if you are not sure which Computer Port Address to use. Click Next after setting the Computer Port Address.

On Step 6 click Test My Settings Now to verify the connection settings and click Finish to complete the wizard. Try starting PayClock EZ on the client computer.

-or-

-At the computer where the PayClock Database Server

is installed place your mouse over the PayClock Server Connection Manager icon in the notification area, it should show "Server is running" in the balloon message. If the icon shows "Server is Stopped", right click on the icon and select Service Control | Start Service from the pop-up menu. Try starting PayClock EZ on the client computer.

-or-

If you are running "Firewall" software, make sure it is not blocking the client computer from connecting with the PayClock Database Server. To test to see if the "Firewall" software is causing the problem disable the "Firewall" software on the computer where the PayClock Database Server is installed and on the computer where the PayClock EZ client is installed. Try starting the PayClock EZ client software. You may need to contact your network administrator for further configuration settings of your "Firewall" software.

-or-

IMPORTANT NOTE: NetBIOS must be enabled for the Internet Protocol (TCP/IP) connection. To check this setting follow the steps below:

Click Start > Control Panel and click on the Network Connection icon. Right click on the LAN connection and choose Properties from the pop-up menu, the Connection Properties will display.
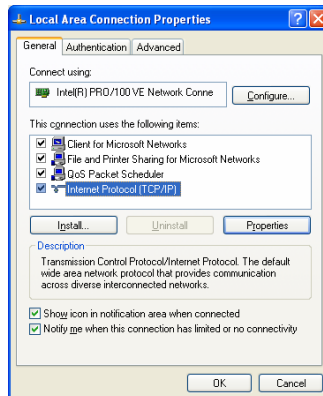
Select Internet Protocol (TCP/IP) in the list and click the Properties button, the Internet Protocol (TCP/IP) Properties will display.
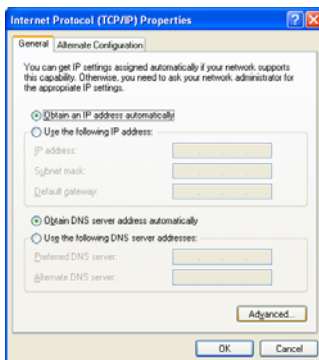
Click the Advanced button on the General tab, the Advanced TCP/IP Settings will display.
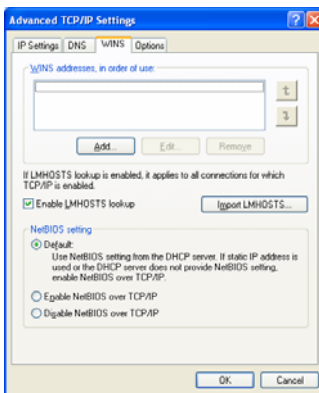
Click on the WINS tab, in the NetBIOS setting area either of these options should be selected, Default or Enable NetBIOS over TCP/IP. You may need to contact your network administrator if you are not sure which setting to use.

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