

# ●●●● AccuClock instructions

## TIMEKEEPING RECORD MANAGEMENT

To access the information collected by your time clock, simply use your internet browser to connect to **www.accupay.com**. Once you have successfully connected to the web site enter the login ID and password given to you by Accupay. If you do not have this information or have forgotten them, please contact Accupay for assistance at 317-885-7600.

### The Opening Window

The site operates in two separate frames. The frame positioned to the left hosts all administrative and navigational options and the frame to the right deals with all viewing and editing options.

(Left side)

**AccuClock Online Timekeeping**

**Date:** 12/14/2005  
**Login:** online

**Main Menu**  
**Online Demo**

[Administration](#)  
[Employee Setup](#)  
[Time Cards](#)  
[Current Period starting 12/4](#)  
[Previous Period ended 12/3](#)  
[All other periods](#)  
[Reports](#)

This is a demo account.  
None of the names or data in this account are real.

Core Version 2.1.183

(Right side)

## Welcome!

This page contains a few quick links and high level information to help you better manage your account.

### URGENT TASKS

#### Please change your password!

You haven't changed your password lately. This message will disappear when you do. *A secure password is vital to safeguarding your payroll data.* Click [here](#) if you'd like to change it now.

### QUICK LINKS

View [12/4/2005 thru 12/17/2005](#) (Current Pay Period)

View [11/20/2005 thru 12/3/2005](#) (Previous Pay Period)

### DID YOU KNOW?

#### You Can Edit Punches.

If your user account has been set up with the proper security settings, you are able to edit employee punches as necessary. This can come in handy when you have special rules or holidays that are company oriented, which may not be supported by the timekeeping system, or when mistakes have been made.

The Main Menu to the left will navigate your operations and a pay period list to the right is used in specifying a time card to be viewed or edited for any work day.

Operating your time and attendance system has four basic functions:

- Viewing or Editing a Time Card
- Managing Employee Setup
- Reporting
- Downloading Activity Files

### Viewing Clock Activity

Once you have reached the main menu, you will use a list of options on the left hand side of your screen to begin.

One option is **Time Cards**. Your account has already been set-up to know your pay period beginning and end dates. The right side of the screen should display a list of pay periods for you to choose from.

Select the **show activity** button and a list of employees will be displayed on the left hand side of the screen. You can select the employee name on left hand side screen to view their time card.

**To print a time card:** Use your mouse and right-click on somewhere on the time card where no text is displayed. A menu should appear which provides a print option. Select it from the menu.

**To make changes to a time card:** Next to each time entry there is an **edit** link. Simply select the link next to the punch you wish to edit. If you would like to add a new time entry, select the **date** link on the left hand side of the time card.

**Brighthouse, Gail**Accupay, Inc  
12/12/2005 thru 12/25/2005

Date	In	Out	Hours	OT/Cat	Edit	Notes
<a href="#">Mon 12/12</a>	8:07a	5:00p	8:53	-	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Tue 12/13</a>	8:03a	5:00p	8:57	-	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Wed 12/14</a>	8:03a	5:00p	8:57	-	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Thu 12/15</a>	8:02a	5:13p	9:11	-	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Fri 12/16</a>	8:17a	5:00p	4:02	4:41	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Sat 12/17</a>	-	-	-	-	-	-
Total hours clocked, week of 12/11 to 12/17: <b>44:41</b>						
<a href="#">Sun 12/18</a>	-	-	-	-	-	-
<a href="#">Mon 12/19</a>	7:56a	6:19p	10:23	-	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Tue 12/20</a>	-	-	-	-	-	-
<a href="#">Wed 12/21</a>	-	-	-	-	-	-
<a href="#">Thu 12/22</a>	-	-	-	-	-	-
<a href="#">Fri 12/23</a>	-	-	-	-	-	-
<a href="#">Sat 12/24</a>	-	-	-	-	-	-
Total hours clocked, week of 12/18 to 12/24: <b>10:23</b>						
<a href="#">Sun 12/25</a>	-	-	-	-	-	-
Total hours clocked, week of 12/25 to 12/31: <b>0:00</b>						
<b>Totals</b>			50:23	4:41		<a href="#">Audit</a>

50:23 (50.38) Regular hours at \$0.00/hr: \$0.00

4:41 (4.68) Overtime hours at \$0.00/hr: \$0.00

**Total Pay: \$0.00****Total Hours: 55:04**[< Previous Pay Period](#) | [Next Pay Period >](#)

**Note:** An **Audit** log is available in order to view on original punch time;( the date, time, login ID and IP address of the person who edited the punch) will be displayed along with a description of the change that was made. (Note: edited punches will appear in blue on the punch card.)

## EMPLOYEE SETUP

On the web site, screens are provided which allow you to make changes to the employees' records and their time cards. Here's how you will typically use them:

When you hire a new employee, or issue time cards, you will use the **Employee Setup** screen to provide the employee's information to the server.

When employees forget to punch in and out, you need to adjust their punches, or if you wish to setup pay categories (such as paid vacation, sick, holidays, etc.) you will use the **Punch Editor** screen.

### Employee Identification

Before our server can track employee activity, the system requires some basic information:

An Employee first and last name

An employee Badge card number and/or Social Security number (for punching in and out)

You can provide additional information which will be used for filtering reports.

If you provide the social security number (can be a portion) the employee can use that number to clock in or out using the clock's keypad if he or she forgets their badge. In either case, the Social Security number may be needed to process your payroll.

If you provide the employee's department code or location code, reports can be customized to show labor detail expenditures based on department or location.

To identify your employees in the system, select the **Employee Setup** link located in the **Main Menu** on the left hand side of the screen.

The first time you access this screen, you will notice a series of check boxes at the top of the screen, along with a **Show** button. These check boxes are used to filter your employee set-up screen. Select the fields you wish to view then select the **Show** button.

A list of your employees appears along with an **Add New** link just below the Employee name field. (If you are just getting started, you may notice the Add New link is your only option.)

## Employee Setup

Choose Field

Choose Action

	Employee Name	Dept.	SSN	Code	Card #1
	<a href="#">(add new)</a>				
<input type="checkbox"/>	<a href="#">Abbott, Cassandra</a>	server			5555555
<input type="checkbox"/>	<a href="#">Anot, Josh</a>		188870458		88870458
<input type="checkbox"/>	<a href="#">Ashby, Erin</a>	03-Bar	188870479		88870479
<input type="checkbox"/>	<a href="#">Bailey, Donald</a>		188899195		88899195
<input type="checkbox"/>	<a href="#">Bailis, Janet</a>		188870487		88870487
<input type="checkbox"/>	<a href="#">Behrend, Steven</a>		188870490		88870490
<input type="checkbox"/>	<a href="#">Blanton, Roberts</a>		188870409		88870409
<input type="checkbox"/>	<a href="#">Blaser, Mark</a>		188870500		88870500
<input type="checkbox"/>	<a href="#">Brown, Bryce</a>		188814792		88814792
<input type="checkbox"/>	<a href="#">Manning, Daniel</a>		188870482		88870482

10 employees shown.

[Check All](#) | [Clear All](#) |

Work with slected employees

Selecting the **add new** link will direct you to the **New Employee Data Entry** screen

## Employee Setup

\* denotes required fields.

<a href="#">First Name*</a>	<input type="text"/>	<a href="#">Last Name*</a>	<input type="text"/>
<a href="#">Title</a>	<input type="text"/>	<a href="#">Department</a>	<input type="text"/>
<a href="#">Location</a>	<input type="text"/>	<a href="#">Supervisor</a>	<input type="text"/>
<a href="#">Home 1</a>	<input type="text"/>	<a href="#">Home 2</a>	<input type="text"/>
<a href="#">Home 3</a>	<input type="text"/>	<a href="#">SSN</a>	<input type="text"/>
<a href="#">Web Password</a>	<input type="text"/>	<a href="#">Auto Lunch</a>	<input type="text"/> minutes, after <input type="text"/> hours.
<a href="#">Start Date</a>	<input type="text"/>	<a href="#">End Date</a>	<input type="text"/>
<a href="#">Employee Code</a>	<input type="text"/>	<a href="#">Default Payrate</a>	<input type="text"/>
<a href="#">Pay Rate 1</a>	<input type="text"/>	<a href="#">Pay Rate 2</a>	<input type="text"/>
<a href="#">Pay Rate 3</a>	<input type="text"/>	<a href="#">Card Number 1</a>	<input type="text"/>
<a href="#">Card Number 2</a>	<input type="text"/>	<a href="#">Card Number 3</a>	<input type="text"/>
<a href="#">Schedule</a>	<input type="text"/>	<a href="#">Additional Options</a>	<input type="text"/>

The system requires at least the Last Name, First Name, Card Number1 and/or Social Security Number of the employee. (Make sure you include all digits from the back of the badge card.)

To save your information, select the Save button at the bottom of the screen.

**Note:** The employee setup screen is used to make changes to your employee information as well as ADD employees.

To print a list, simply select the frame which lists employee names and click on the picture of the printer in your browser.

## Manage Employee Information

The employee setup screen serves both as a navigator and an informative tool.

Employee Setup				
Employee Name	Dept.	SSN	Code	Card #1
<a href="#">(add new)</a>				
<input type="checkbox"/> <a href="#">Abbott, Cassandra</a>	server			5555555
<input type="checkbox"/> <a href="#">Arnot, Josh</a>		188870458		88870458
<input type="checkbox"/> <a href="#">Ashby, Erin</a>	03-Bar	188870479		88870479
<input type="checkbox"/> <a href="#">Bailey, Donald</a>		188899195		88899195
<input type="checkbox"/> <a href="#">Bailis, Janet</a>		188870487		88870487
<input type="checkbox"/> <a href="#">Behrend, Steven</a>		188870490		88870490
<input type="checkbox"/> <a href="#">Blanton, Roberts</a>		188870409		88870409
<input type="checkbox"/> <a href="#">Blaser, Mark</a>		188870500		88870500
<input type="checkbox"/> <a href="#">Brown, Bryce</a>		188814792		88814792
<input type="checkbox"/> <a href="#">Manning, Daniel</a>		188870482		88870482

10 employees shown.

[Check All](#) | [Clear All](#) |

To customize the screen which contains the snap shot of employee information, use the drop-down tool bar for both viewing and printing purposes.

To work with an individual employees' specific information, click on the employee name or select **add new** to create an employee file. You may also click multiple check boxes and work with a number of employees simultaneously.

Each entry will accomplish one or more tasks. Throughout the site, links are indicated in blue and act to either open further windows or, as applies here, to offer a pop-up display.

### Employee set-up relationships:

First/Last Name - Coordinated with reporting

Job Title – Coordinated with reporting

Department – Designate employee department & visible on reports (may be required if supervisors are assigned with reporting of only their employees and if job costing is applicable)

Location – Designate employee location and visible on reports

Supervisor – Associates the employer to the supervisor

Default pay rate – Default or standard pay rate for the employee

Home 1, 2, 3 – Manages multiple departments and pay rates for the employee

Alternate Pay Rate – Manages multiple pay rates when dealing with departments or job codes and coordinates pay rates with departments titled home, 1, 2 and 3 (requires AltPayX script activation)

Social Security Number – A social security number is accepted for punching in and out (does not have to be full ssn)

Auto Lunch Minutes – These minutes will be automatically deducted on a daily basis (a minimum of hours worked for the day can be set to trigger the automatic lunch deduction e.g. .45 minutes after 5 hours worked)

Auto Lunch Hours – Indicates requirement for how many consecutive (e.g. clocking out would reset the hours) that must be worked before automatic lunch minutes are deducted

Web Password – Setting a password permits an employee to both clock in and out by PC's and view their timecard. Clocking in and out is restricted to certain PC's; however, viewing a timecard can be done at any PC with internet access.

Employee Code – A separate ID number entered here can be included in reports

Card Number 1, 2, 3 – Clock in using any number sequence from 1 to 8 digits (requires manual clock module activation)

Round to Schedule – (Operates as a day-to-day standard-set schedule) -

Round an employee's activity to designated scheduling times

Terminate an Employee – In the employee's set-up/edit screen click on the employee's name

End Date – Date entered acts as a termination date for an employee's activity and employees with expired termination dates are moved to the inactive list where employee's activity records are saved

### Additional Options

Offers an employee a union label if needed for payroll software.

Individual overtime rules can be applied to an employee:

- Deactivate overtime rules

- Overtime hours after 8 hours worked in a day

- Overtime hours after 32 hours in a week

### Unprocessed Punches

A special screen on our web site where we put punches that were transmitted by your clock for employees that have not been set up in the system is called the Unprocessed Punches Screen.

This way we can ensure that any rules that have been set up for your employees in your account can be properly applied.

## Unprocessed Punches

This is a list of punches received by the clock that could not be matched to time cards. This usually results from new hires that have not yet been entered into the system, or employee mistakes when keying ID numbers.

You can delete these punches, or alter the card/ID numbers, and submit the punches for reprocessing. If you do not resolve them, they will be automatically deleted after 60 days.

**Congratulations, the unprocessed punch list is empty. You don't need to do anything here.**

[Click here to proceed to View Clock Activity.](#)



You will get "Unprocessed Punches" any time an employee begins using a card (or enters a social security number on the keypad) that the system does not recognize. If you go to the Unprocessed Punches screen, you can see a list of card numbers that were used, along with a punch time and date. If a punch was made entirely by mistake, you can delete it from the screen immediately.

From the Unprocessed Punches screen, you have the capability to set up an employee in the system. Then you can return to the screen and have the unprocessed punches reprocessed and attached to the appropriate time cards.

**Caution:** Once you have set up the employees that had "Missed Punches", you must return to the Unprocessed Punches screen and "click the prompt here to process the punches and assign them to time cards". Otherwise, the punches will remain in an unprocessed state and will not show up on the time cards or any of the reports!

### Viewing and Editing a Time Card:

You may access any previous pay-period in the indefinite history archive by selecting the link "click here for more pay periods"



The screenshot shows a web interface for "Time Cards". At the top is a dark blue header with the text "Time Cards" in white. Below the header is a light gray section titled "Select a pay period". Under this section, there are three entries, each with a small circular icon containing a clock face and a blue hyperlink: "12/12/2005 thru 12/25/2005", "11/28/2005 thru 12/11/2005", and "11/14/2005 thru 11/27/2005". Below these links is another blue hyperlink: "Click here for more pay periods". At the bottom of the list is a checkbox labeled "Show only missed punches", which is currently unchecked. Below the checkbox is a button labeled "Show Activity".

To view or edit time cards information, begin by selecting a predefined pay-period or from a selected date range.

Once a pay period is designated, choose from the employee list to view an individual time card. This is where all basic viewing and editing will take place. Begin editing a punch by clicking on the edit link or click the date to make a pay change or override.

**Brighthouse, Gail**Accupay, Inc  
11/14/2005 thru 11/27/2005

Date	In	Out	Hours	Edit	Notes
<a href="#">Mon 11/14</a>	7:50a	4:20p	8:30	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Tue 11/15</a>	8:41a	<b>4:00p</b>	7:19	<a href="#">Edit</a>	<a href="#">View/Edit</a>
<a href="#">Wed 11/16</a>	7:46a	Missing	-	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Thu 11/17</a>	6:55a	5:00p	10:05	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Fri 11/18</a>	1:44p	Missing	-	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Sat 11/19</a>	-	-	-	-	-
Total hours clocked, week of 11/13 to 11/19: <b>25:54</b>					
<a href="#">Sun 11/20</a>	-	-	-	-	-
<a href="#">Mon 11/21</a>	8:04a	12:15p	4:11	<a href="#">Edit</a>	<a href="#">Add Notes</a>
	1:21p	5:31p	4:10	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Tue 11/22</a>	8:10a	5:09p	8:59	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Wed 11/23</a>	7:19a	12:55p	5:36	<a href="#">Edit</a>	<a href="#">Add Notes</a>
<a href="#">Thu 11/24</a>	-	-	-	-	-
<a href="#">Fri 11/25</a>	-	-	-	-	-
<a href="#">Sat 11/26</a>	-	-	-	-	-
Total hours clocked, week of 11/20 to 11/26: <b>22:56</b>					
<a href="#">Sun 11/27</a>	-	-	-	-	-
Total hours clocked, week of 11/27 to 12/3: <b>0:00</b>					
<b>Totals</b>			48:50		<a href="#">Audit</a>

48:50 (48.83) Regular hours at \$0.00/hr: \$0.00

**Total Pay: \$0.00****Total Hours: 48:50**[< Previous Pay Period](#) | [Next Pay Period >](#)

Note: An Audit log is maintained of original punch data (date, time, login ID and IP address of the person who edited the punch)

Here's what you'll see on the edit screen:

## Edit Punch Record

<b>Employee:</b>	<b>Name:</b> Brighthouse, Gail <b>Record Date:</b> Wednesday, November 16, 2005
<b>Record Type:</b>	<input checked="" type="checkbox"/> Regular/OT <input type="checkbox"/> Holiday <input type="checkbox"/> Bonus <input type="checkbox"/> Sick <input type="checkbox"/> Personal <input type="checkbox"/> Commission <input type="checkbox"/> Vacation <input type="checkbox"/> Misc <input type="checkbox"/> Salary
<b>Record Data:</b>	<input checked="" type="checkbox"/> <b>Times</b> Time In: <input type="text" value="7:46:42 AM"/> Time Out: <input type="text"/> Minus Lunch Mins: <input type="text"/> <input type="checkbox"/> <b>Hours Only</b> Hours: <input type="text"/> <input type="checkbox"/> <b>Dollars Only</b> Dollar Amount: <input type="text"/>
<b>Prompts:</b>	y: <input type="text"/> z: <input type="text"/> Pay Rate Override: <input type="text"/>

Record Date: This is the date on which the time will be credited. This cannot be changed.

Record Type: With this, you can keep track of additional pay categories. For example, you can track paid sick leave or paid vacation by selecting Sick or Vacation. Your account may have either pay categories that don't show up in the Punch Editor screen. The time clock, however, the time clock will only create records of one type: Regular/OT

Record Data: This is where you enter the times, hours, or pay associated with the record. You can either enter a time in, time out, and lunch period (example: 8:00am to 5:00 pm minus 30

minutes lunch), or you can enter a raw number of hours (example – 8 sick hours), or you can enter “straight pay” in dollars (example \$100.00 bonus)

Pay Rate Override: This function is provided as a means of manually overriding default conditions for a specific day’s record.

Exception Approval: In a “one time: event where an exception is generated and needs to be tracked, the check box can be used to help identify this records condition. When you’re done editing punch data, you can either Save it, Exit Without Saving, or you can delete the record.

**Caution:** If you wish to delete the punch, you’ll need to select the “check-box” to confirm the deletion. This is a safeguard in case you select the Delete button by mistake. (Note, the Exit without Saving selection will undo any changes you made to the punch record.)

## Editing Payroll Settings

To keep the system as simple as possible, we make all the setting changes for you. The only things you can edit online is your employee information and their time records. Contact Accupay if you need to make changes to any of the following:

- Pay Schedule (biweekly, semi-monthly, etc.)
- Overtime Rules
- Rounding Rules and/or shift differentials
- Clock Prompts (such as departments and tip prompts)

## REPORTING

This system offers an assortment of reports, each containing both standard and more specific information which you are allowed to personally customize. From the **main menu**, you must access the list of available reports by selecting the **Reports** link.

<b>AccuClock Online Timekeeping</b>	
Date: 12/14/2005	
Login: online	
Report Menu Online Demo	
<a href="#">Daily Auto Email Report</a>	
<a href="#">Detail Report</a>	
<a href="#">Download Activity Files</a>	
<a href="#">Employee Export</a>	
<a href="#">Labor Code Reporting</a>	
<a href="#">Payroll Settings</a>	
<a href="#">Single-Day Report</a>	
<a href="#">Summary Report</a>	
<a href="#">Summary Report (Unformatted)</a>	
<a href="#">Time Cards</a>	
This is a demo account. None of the names or data in this account are real.	

Our web site offers several ways for you to receive payroll reports from the system.

Retrieve reports online, and print them at any time.

Request that a daily e-mail is sent to you or other supervisors each morning. The report can contain information about your entire staff, or the system can "filter" the report so the individual supervisors only see the information about the employees they are responsible for.

Request full-color Excel spreadsheet reports to be sent your e-mail address for record keeping purposes.

To access the Reporting section, simple select the Reporting link from the Main Menu. The Main Menu will disappear and the Reporting menu will appear on the left hand side of the screen.

### **Online Reports:**

There are four types of online reports you can retrieve from the system:

**Online Summary Reports:** This gives you total hours worked, total gross wages, and type of pay for each employee. This does not include a listing of the in and out times worked, but rather just the totals. This report can be used to determine the total gross pay for each of your employees.

**Online Detail Reports:** This shows a compact listing of when the employees clocked in and out, and gives the total hours worked.

**Single Day Summary:** This shows a listing of who clocked in and out on a single day (typically you can not run this report until the next day, unless you press 9 on the time clock terminal keypad and force it to transmit the day's activities).

**Labor Code Reporting:** If you are using labor codes to track your employees' activity, you can use this report to determine the number of hours and/or dollars spent on specific departments.

**Filtering:** The summary and detail reports let you "filter" the employee data by department and location. Using this option, you can run the reports for a specific group of employees, instead of all employees in your company.

**Printing:** You can print any report by right-clicking a part of the report that does not have any text and then selecting the Print option from the menu that appears.

### **Excel Reports**

Our server can automatically generate presentation quality payroll reports that can be opened using Microsoft Excel. The reports are not suitable for printing, but they are ideal if you wish to keep your payroll records on your computer in an electronic format.

Select the Excel/Word Summary Reports link from the Reporting menu. You must enter an e-mail address to which the report will be sent. It will arrive in your mailbox as an attachment to a message. Our server generally sends the reports within a few minutes, but it may take longer depending on the server's activity load.

**Labor Code Reports:** In the Main Menu, you can access the labor Code Reporting link which provides a customization window for identifying specifics to your report.

This customization capability allows for a variety of results to be produced and can best be understood by simply trying the different options until you get what you are after.

### Downloading Activity Files

Activity files can be generated to interface with Paychoice Online. Creating the file is accomplished in the Download Activity Files link, listed in the reports menu.

## Download Punches

For advanced users. This function lets you download your punch data into a file format that is readable by your payroll processing company or accounting software.

**Select A Format:**

<input type="checkbox"/>	CSV Summary ( <a href="#">more info</a> ) One line for each pay item per employee.
<input type="checkbox"/>	CSV Detail ( <a href="#">more info</a> ) One line for each punch in & out
<input checked="" type="checkbox"/>	Custom <input type="text" value="paysuitecn"/>

You will want to leave this field as it is. We have determined the appropriate file to suit your reporting needs.

The easiest way to download your data is to save it to a file on your computer. The report that is generated is in a .CSV Format and will need to be renamed to a .TXT file in order for it to be imported into Paychoice Online.

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### Daily E-mail Reports

You can have an e-mail sent to you each morning with the previous day's payroll activity. The daily e-mail will also warn you if for some reason the clock is not transmitting to the Web Server.

To receive your daily e-mail, simple "subscribe" using the E-mail Report Subscriptions link in your Reporting menu. Subscription is free. If you wish to unsubscribe – return to the E-Mail Report Subscriptions link and unsubscribe.

You are allowed multiple subscriptions on your account, and each subscription can report on a different set of employees.

Please feel free to contact your processor at 317.885.7600 with any questions regarding on timekeeping system. You may also email your questions to [payroll@accupay.com](mailto:payroll@accupay.com).

