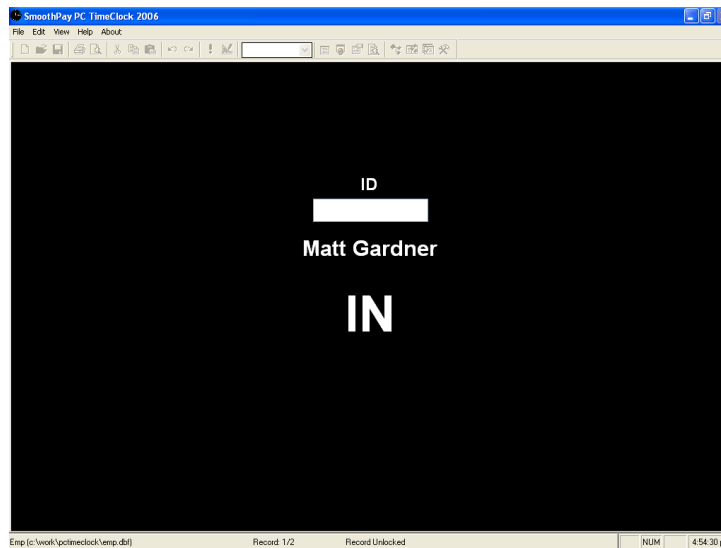


**SmoothPay** produces a product called *PC TimeClock* which provides all the attributes required of a timeclock to capture Employee start and finish times.



This makes use of inexpensive (older) computers to act as timeclocks, and should ideally be set up with a mag card, bioscan or proximity reader to capture Employee ID's, as the presence of a full keyboard will leave your timeclock open to abuse.

In every case, the input device (keyboard wedge MagCard reader etc) must emit a Carriage Return at the end of it's code. This should be verified by opening a *Notepad File* then swiping cards etc to make sure each entry occurs on it's own line.

*PC TimeClock* may also be used from multiple pc's running the same software, with each pc representing a different Department.

**SmoothPay** does not supply hardware as most sites have an IT person or Company providing this service. *PC TimeClock* is only available to currently registered **SmoothPay** Payroll Users.

## Installing PC TimeClock

*PC TimeClock* can be installed direct from the **SmoothPay** website *Downloads* page and may be used on a trial basis for up to 30 days.

The installation program provides a quick way of establishing a *Desktop Icon* and *Runtime Libraries* required to run the application and must be run on any additional Workstations added to the TimeClock network. This is the preferred method of adding additional Timeclock Workstations, however they can run stand-alone if required but still requiring the full install to be performed, and their time files to be processed individually.

## Establishing Employee Card/Badge Numbers

*Badge/card numbers* are entered into the Employee's record in *SmoothPay...Edit Employee...Badge Number field*. They can be up to 10 characters long (;1234? and ABCDE are valid, as is 16 or 1234567890). If the *Badge Number* is longer than 10 characters, only the last 10 characters are required. Leading zero's are NOT required, so a number of the form 10000001234 should be entered simply as 1234.

## Standard Pays

*Standard Pay* information for each Employee is automatically used whenever timesheet data is imported, and the import simply adds on any valid time entries that it finds in the File.

Therefore, *Standard Pay's* for each Employee should only include standard Allowance, Deduction and Bank Account information. Do not include a standard number of hours unless you mean the Employee to receive that number of hours every pay period in addition to any time imported from the *Time File*.

## Establishing and refreshing Employee data in PC TimeClock

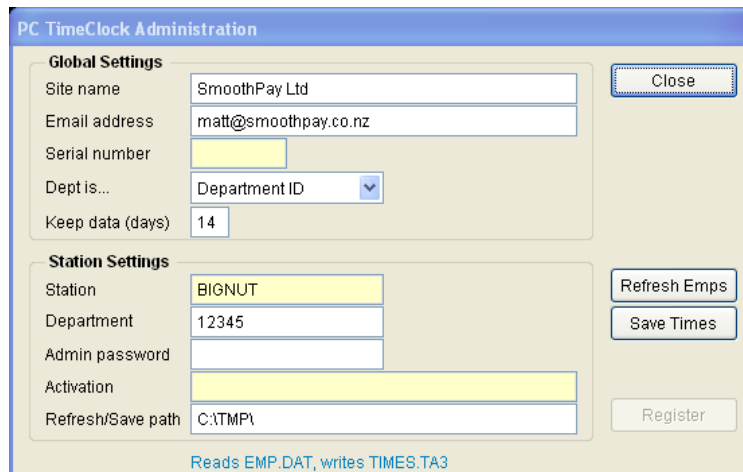
*PC TimeClock* updates it's Employee list from a file (EMP.DAT) provided by **SmoothPay**.

This should be done regularly (initially and any time a new Badge/Card is issued) to establish and refresh the Employee entries available to *PC TimeClock*.

To generate the EMP.DAT file, select *Wizards...Make Timesheet File* in **SmoothPay**:

Choose the *SmoothPay TimeClock file* option, a *Location* for the output file to be produced. It makes it really easy if the output *Location* is the same place as the *PC TimeClock* software has been installed, but can be any shared Folder on the Network, a USB drive or even a Diskette.

Start *PC TimeClock*, then enter the Administration mode screen (CTRL+F12):



The screenshot shows the 'PC TimeClock Administration' window. It is divided into two main sections: 'Global Settings' and 'Station Settings'.  
**Global Settings:**  
 - Site name: SmoothPay Ltd  
 - Email address: matt@smoothpay.co.nz  
 - Serial number: [empty field]  
 - Dept is...: Department ID (dropdown menu)  
 - Keep data (days): 14  
**Station Settings:**  
 - Station: BIGNUT  
 - Department: 12345  
 - Admin password: [empty field]  
 - Activation: [empty field]  
 - Refresh/Save path: C:\TMP\  
 On the right side, there are buttons for 'Close', 'Refresh Emps', 'Save Times', and 'Register'. At the bottom, it reads 'Reads EMP.DAT, writes TIMES.TA3'.

Set the *Refresh/Save path* as required, or just click *Refresh Emps* – if the EMP.DAT File isn't available it'll prompt you to find it on your Network and make the necessary settings for you.

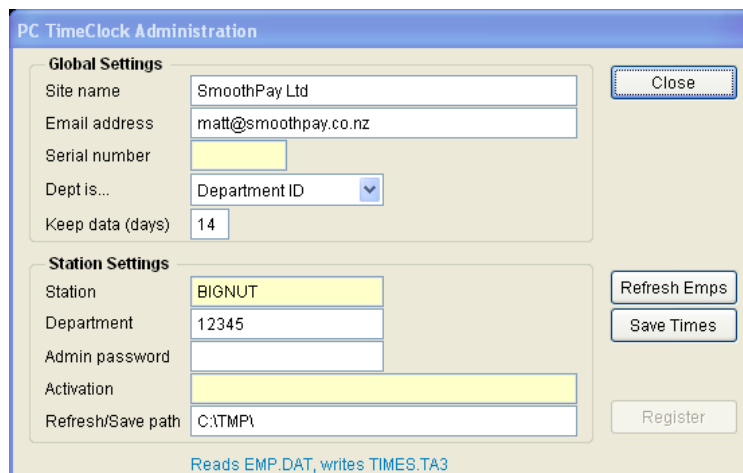
Any time you select *Refresh Emps* after that, it'll all just happen in a flash.

While you're there, set your Site Name and Email address and any other settings to suit.

## Generating a Time File for import into SmoothPay

This process should be performed AFTER the last day of the period end to obtain a complete *Time File*.

Start the *PC TimeClock* Administration screen (CTRL+F12), then choose *Save Times*.



This is an identical screenshot to the one above, showing the 'PC TimeClock Administration' window with the same settings and buttons.

The File *TIMES.TA3* will be produced in the nominated Refresh/Save Path Folder, and can then be readily imported into **SmoothPay**.

**Note:** The *Save* process also cleans up any remnant transactions older than the number of days specified in the Administration screen.

## Time File Specification

The Time File produced by *PC TimeClock* is called *TIMES.TA3* and may be produced to any Folder available from your *PC TimeClock* (including Network, USB drives etc).

It uses the same Folder as that selected in the Administration screen (CTRL+F12) as the *Refresh/Save Path*.

The file contents are similar to the following format:

```
Employee ID, Badge/card code, In/Out, Time, Date, Department type, Department code
2|2||14:43:52|27-Mar-06|4|12345
2|2|O|14:43:52|27-Mar-06|4|12345
2|2||14:43:52|27-Mar-06|4|12345
2|2|O|14:43:52|27-Mar-06|4|12345
3|;123?||14:43:52|27-Mar-06|4|12345
3|;123?|O|14:43:52|27-Mar-06|4|12345
```

The import process will scan the File, regarding the first 'In' entry for each Employee as their *Clock In* time, and any subsequent entries as Out, In, Out etc.

## Importing the PC TimeClock Time File

The recommended procedure is:

- Backup your data! If you accidentally import the same day's data a second time, and it's 10 days into your fortnightly pay cycle, you'll be well annoyed if you can't fix it easily.
- Choose *Wizards... Timesheet Import*:

Timesheet Data Import

Time file type: SmoothPay PC Timeclock

Filename: C:\TEMP\TIMES.TA3

Automatically add unrecognised account/job codes

**Date/Time filter**

Import data in this date/time period...

From: 31/07/2006 0300 To: 07/08/2006 0300

**Time & Attendance Rules**

Start time rounding: Previous 6 minute interval (.1 hol)

Finish time rounding: Previous 6 minute interval (.1 hol)

Meal break of [ ] hours, every 24.00 hours of continuous service  
(Required only if employees do NOT clock out for meal breaks)

This routine will import a Timesheet data file of the specified type and name into the payroll.  
An audit trail of import entries and their success (or failure) will be produced.  
NOTE: Timesheet importing is an additive process - it will not replace any data already imported.

Buttons: Import, Who's In?, Close

If you need to, set the Time File type to *SmoothPay PC TimeClock*, and type in or locate the *Filename* to be processed. **SmoothPay** will remember these settings for you, so it pays to nominate a standard filename and location.

Choose *Import* to begin the process – the following events may occur (depending on the success of the operation):

- The imported data audit trail may be printed, showing details of every transaction encountered
- The Timecard Entries Audit report will be produced, showing the Employee's timecard information (in/out times and elapsed time)
- You'll be prompted to import the time entries. These are ADDED to any existing *Pay Input* entries

You can of course freely edit the imported information after import using the normal *Pay Input* screens.

## Trouble Shooting

If you accidentally import the same time File twice, or the process is interrupted before completing (power/machine failure), simply *Restore* to the *Backup* you made (you did make a backup didn't you?).

If you didn't *Backup*, you can simply *erase* all *Pay Input* entries using the *Wizards...Quick Pays* utility or *Restore* from an older *Backup* and repeat your processing.

If the results don't meet with your expectations, then it's likely that the File you're importing from is incorrectly formatted.

Please contact our **HelpDesk** if you have any questions.

**\*END\***