HandPunch Guide

SmoothPay provides built-in support for Ingersoll-Rand's Schlage HandPunch series (specifically the HP3000e), featuring direct communication with the clock over your network.

There are no cards to create, administer, carry -- or lose. The HandPunch® 3000 verifies employees' identities in less than one second, based on the unique size and shape of their hands. HandPunch 3000 clearly notifies each user of a match using red and green indicator lights. Because no one can punch in or out for your employees, the system reduces time theft and improves payroll accuracy.

No more keying-in timesheet data manually - SmoothPay talks directly to the HandPunch and imports the time entries in a matter of seconds. Then, just check (and correct if necessary) and your pay is almost done.

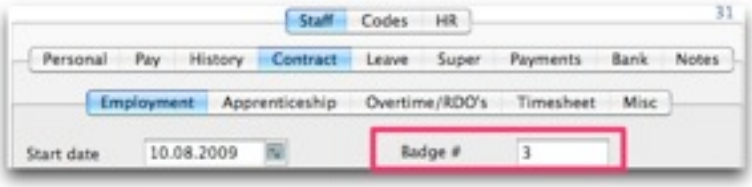
SmoothPay also provides support for *TNA 5 Time & Attendance software* if more advanced control of attendance data is required - the data exported by TNA 5 is as per the SmoothPay/CSV format and can be imported here or via *File..Import..CSV..Time*.

This step-by-step guide shows you how to use SmoothPay's built-in HandPunch time import utility. It does not cover detailed setup of your timeclock or it's attachment to your network - please refer to the guides supplied with your HandPunch, or contact the supplier (or as a last resort our help desk) if you require assistance.

Employee badge and clock enrollment numbers

Each employee must be assigned a Badge # (as pictured) - this number must be used to enroll the employee on the HandPunch unit.

*So that SmoothPay knows who each card represents, the **employee #** used on the clock needs to be entered as the employee's **Badge #**:*



The time entries captured by the timeclock will now match an employee, and the HandPunch import utility will be able to process the time entries correctly.

TIP: Some staff may work unusual pay cycles or shifts, and the HandPunch in/out entries may in fact be out/in entries (Smoothpay interprets the first punch reading in the pay period as an IN entry).

In this case it may be advisable to use an exception value as a prefix for the employee's badge number, so that a match cannot occur between the Clock and SmoothPay.

For example, a security guard might punch out on the morning of the first day in the pay period, however SmoothPay will regard this is a punch IN. To avoid loading incorrect time entries for this type of employee (and any other that punches out as their first entry in any pay period), you could modify their Badge # in SmoothPay with a prefix such as "SG", as in employee 123 would be recoded as SG123. The entries will be reported as not matched in SmoothPay's time import audit report and you can use these to manually add the employee's correct time input. Alternatively you can rely on Smoothpay's automatic 13 hour checking that attempts to correct and cater for missing punch entries.

HandPunch integration

Choose *File..Import..TimeClock..HandPunch*

Data Source
This guide deals primarily with the direct network mode of operation.

IP Address: Set this to the clock's IP Address - you can use the Test option in Clock Tools to make sure your communications work OK.

Device: This should be zero unless otherwise advised by the helpdesk

Collect Data: Retrieves any punch transactions from the timeclock and writes them into a punch file (./timeclock/punch/<yyyymmddHHMMSS>.dat) and copies the transactions into SmoothPay's punch table. *This occurs automatically when Load Timesheets is selected.*

Clock Tools: Provides an extensive menu of test and operational functions for the timeclock (refer Clock Tools section).

Load data in this date/time period
The date and time range are set automatically to suit your usual pay cycle, however you can change these to suit any other range if you need to.

Include all time entries (even if previously imported): Tick this option if you've already imported the data once, but had to (purposely or accidentally) delete your imported pay input entries or you restored from a previous backup image. If left unticked, only entries that haven't previously been imported will be processed.

Reset: This option resets the date/time range to the default values established when the import utility started.

Time and Attendance Rules
Direct timeclock access provides a set of basic, but effective, time and attendance rules based on timeclock entries, individual employee rules or configuration (global) rules.

Use the time entries exactly as they occur: Takes the raw time data from the clock and doesn't apply employee or global time-rounding rules.

Use each employee's timesheet rules: If an employee has timesheet rules enabled (*Staff..Contract..Timesheet*), then start/stop and time-rounding rules specified for that employee take effect - these are covered in more detail below.

Use global timesheet rules: *Configure..Timesheet* rules are used to apply start/stop and time-rounding rules to imported time entries.

Importing time entries

Choose **Load Timesheets** to collect any new data from the timeclock and process time entries into current pay input.

In all cases entries that are less than three minutes are ignored, as are entries that do not have a start or stop time, or entries that cannot be matched with an employee badge number.

Entries that would exceed 13 hours are ignored, but have the OUT time transferred to the IN time in an attempt to correct missed punches.

If **meal break** rules are specified in *Configure..Timesheets*, then all entries that exceed the continuous work period will have meal-breaks deducted.

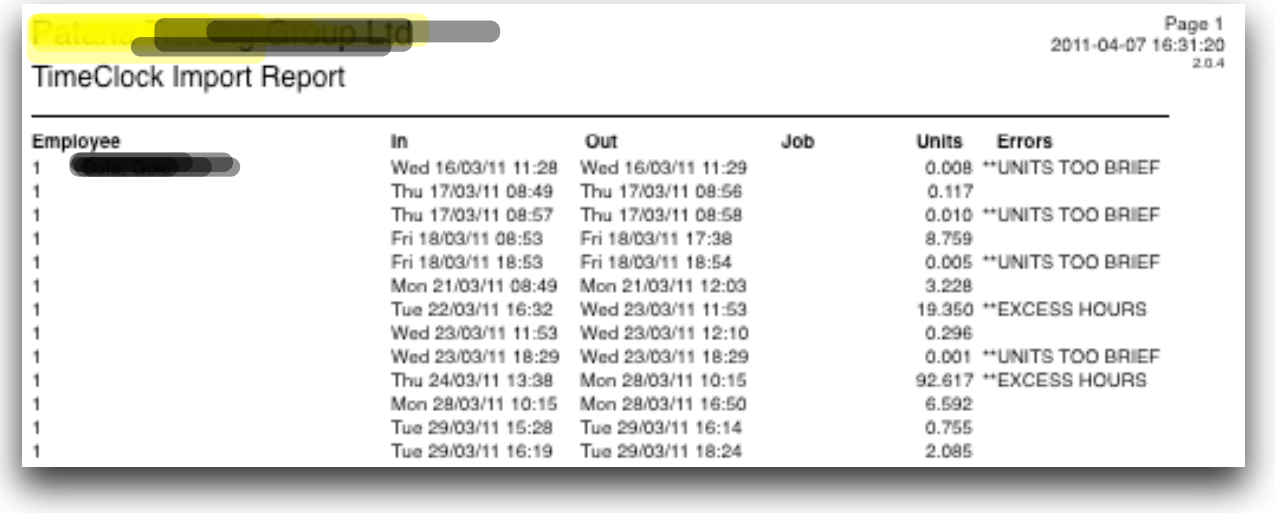
An audit report will be produced showing entries processed, the calculated elapsed time (after any rounding and meal-breaks that might need to be applied). Error/ignored entries are reported too with an appropriate message.

IMPORTANT: **Time entries imported are ADDITIVE**! This means that repeated imports of the same data will probably duplicate entries already imported. This is by design, as timeclock entries can be imported daily if you like leaving any previous entries in-place until you complete your payroll processing for the pay period.

If you wish to re-import all time entries for a particular period, simply clear all employees from the *Who to pay* screen, then re-import your (corrected) data.

Use the *Staff..Pay* pages to correct entries as needed.

Here's an example of part of the import audit report:



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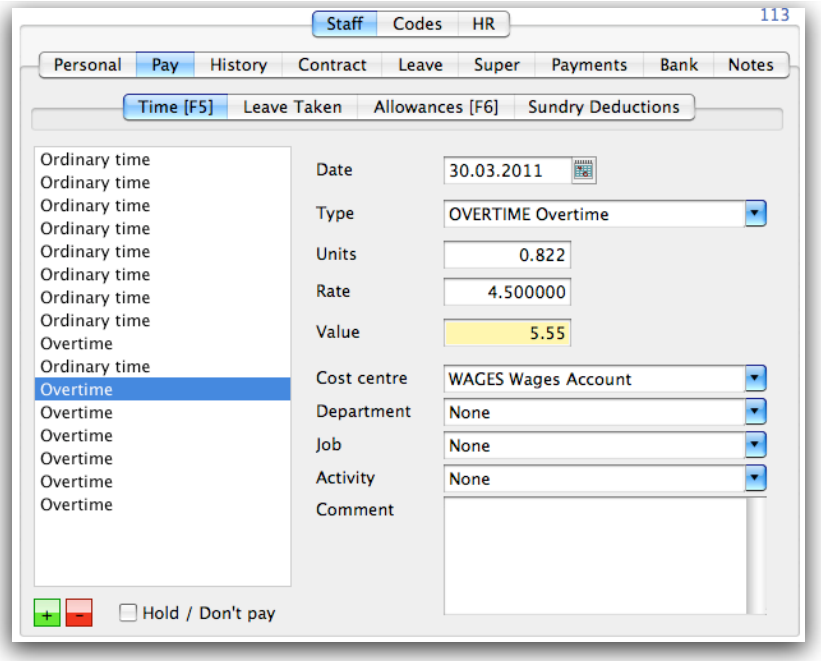
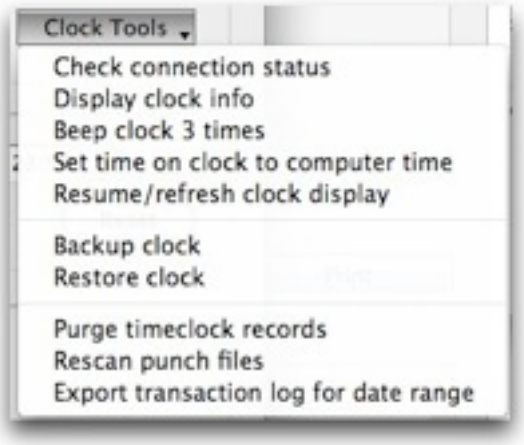
TimeClock Import Report

Employee	In	Out	Job	Units	Errors
1	Wed 16/03/11 11:28	Wed 16/03/11 11:29		0.008	**UNITS TOO BRIEF
1	Thu 17/03/11 08:49	Thu 17/03/11 08:56		0.117	
1	Thu 17/03/11 08:57	Thu 17/03/11 08:58		0.010	**UNITS TOO BRIEF
1	Fri 18/03/11 08:53	Fri 18/03/11 17:38		8.759	
1	Fri 18/03/11 18:53	Fri 18/03/11 18:54		0.005	**UNITS TOO BRIEF
1	Mon 21/03/11 08:49	Mon 21/03/11 12:03		3.228	
1	Tue 22/03/11 16:32	Wed 23/03/11 11:53		19.350	**EXCESS HOURS
1	Wed 23/03/11 11:53	Wed 23/03/11 12:10		0.296	
1	Wed 23/03/11 18:29	Wed 23/03/11 18:29		0.001	**UNITS TOO BRIEF
1	Thu 24/03/11 13:38	Mon 28/03/11 10:15		92.617	**EXCESS HOURS
1	Mon 28/03/11 10:15	Mon 28/03/11 16:50		6.592	
1	Tue 29/03/11 15:28	Tue 29/03/11 16:14		0.755	
1	Tue 29/03/11 16:19	Tue 29/03/11 18:24		2.085	

...and an employee's pay input screen after importing data from the HandPunch (*this one uses special automatic overtime rules for sn 2275*) :



Clock Tools



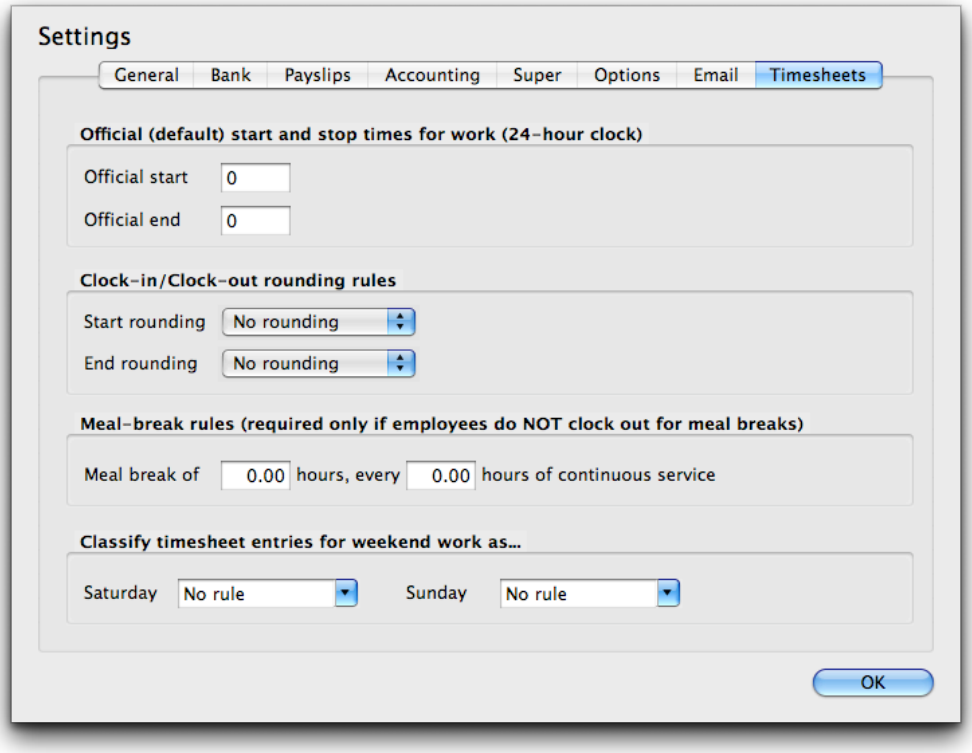
This menu provides a series of useful tools, and is only available when "*Direct from clock*" is selected:

Check connection status	Reports on connection status. *If there's a problem this will tell you what it is - none of the other operations will succeed if SmoothPay can't access the timeclock.*
Display clock info	Displays a summary of the clock's basic information
Beep clock 3 times	An audible check that communications are working OK
Set time	Sets the clock's time to match the computer's time
Resume/refresh clock display	Resumes clock operations (if left in a locked state by a process failure) and refreshes the display
Backup clock	Backs up the clock's basic, extended and user database information into the ./timeclock/archive/<yyyymmddHHMMSS> folder
Restore clock	Restores a clock's settings from a selected archive (created previously by the Backup routine). NOTE: It is not possible to transfer data between an HP4000 and any other type of timeclock in the range, however it is possible to rapidly set up a similar replacement (and additional timeclocks) using this option.
Purge timeclock records	Deletes old timeclock punch files and punch records from the punch table in the database, freeing up disk and database space.
Rescan punch files	Rescans punch files for entries that might be missing from the punch table in the database (this might be required where the database has been restored to an earlier state, or the punch table has been cleared or damaged, or extra punch files have been copied in from another workstation (the punch folder is local to the application, so all timeclock processing should be run from ONE workstation only)
Export transaction log	Generates a spreadsheet (*punch.xls*) containing transactions for the specified date range. These are rather technical, however might be useful to see the order of transactions that have occurred on the timeclock. The spreadsheet is launched automatically.

Global timesheet rules (and employee default timesheet rule values)

SmoothPay implements the concept of "*inheritance*", where global configuration or code settings are used to set the default values for new employees, pay input records etc. When used correctly this greatly simplifies your work processes, otherwise you're faced with having to customise every entry rather than use common default values.

Choose *Configure..Timesheets* to establish global rounding rules (if you want/need to) - these also establish default rounding rule values for new employees:



Official start/stop times should be blank if not used - these typically only ever apply in office or retail environments where hours of work are controlled.

Clock in/out rounding rules provide for timeclock entries to be rounded by .1 hour (6 minutes) or .25 hour (15 minutes) in either direction - or not rounded at all.

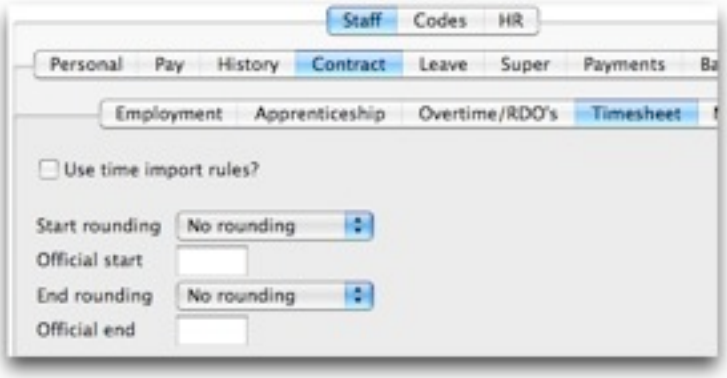
Meal-break rules can be implemented and will apply to all entries that contain continuous service exceeding the maximum specified. *Leave these blank if not used*.

Weekend work rules - these are intended for use with Timesheet input rather than timeclock import.

> **Customisation**: The weekend work rules are used for a customisation (serial 2275) where ordinary time per fortnight exceeds 84 hours. Excess time will be paid using the Saturday (overtime) rule at 1.5 time unless worked on Sunday (2x time).

Employee timesheet rules

The *Staff..Contract..Timesheet* page provides for specific time rounding rules per employee.



These rules only take effect if the *Use time import rules* option is ticked AND you choose to use those rules in the *HandPunch Import* utility screen.

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.