



# TimeClock Plus™

The absolute easiest way to track and report employee hours sm

## TimeClock Plus 6.0 Professional

For over 20 years, TimeClock Plus™ has evolved as business evolves. Today, the ability to track, view and report employee information within seconds is what sets TimeClock Plus apart from other time and attendance solutions. Management's need to make decisions "on the fly", where labor costs significantly affect bottom lines, creates unmatched value in our concept. Using the speed, power, and scalability of Microsoft SQL Server, TimeclockPlus renders reports and employee information quickly and with ease.

TimeClock Plus enables management to collect and report data within seconds, rather than by using antiquated polling time clocks or punch devices which can take much longer. Using PC's or Remote Data Terminals, TimeClock Plus allows businesses to monitor, control and report on the important aspects of employee timekeeping while reducing the cost of overtime, administrative labor and dramatically reducing clerical mistakes. Our satisfaction comes from knowing that we are truly giving you peace of mind by providing you with the most efficient, capable, and accurate time keeping application with outstanding customer service to support it.

Our newest version, TimeClock Plus 6.0 Professional, takes the next logical step in automating the process of doing payroll by allowing management to transfer hours to many popular payroll packages and services available on the market today. Built on the popular C# development platform, Version 6.0 offers the latest tools to aid in your timekeeping needs.

In addition to our already robust timekeeping features, we've added the following features to name a few:

- The ability to email reports.
- The ability to use LDAP authentication which allows for a unified password in applications such as TimeClock Manager.
- Ability to print reports to Open XML which allows them to be opened in Excel or any similar spreadsheet format.
- Scheduling improvements including ability to make a fixed schedule and assign it globally.
- Fallback capability has been expanded to the hand scanners.
- **Employee** time sheet entry.

As with all of our TimeClock Plus products, our management interfaces are user-friendly and easily learned without giving up the flexibility and features that TimeClock Plus is famous for.

Employee time entry is still kept simple at both the PC level and at the Remote Data Terminal level. Employees can perform timekeeping transactions using the On-Screen TimeClock from the convenience of their own computer. This all-in-one application allows employees to clock in/out, change costing codes, go on breaks, change departments, view the hours, schedules, and they can even enter their own timesheets after a missed work day.

Many self-service options are available to employees such as:

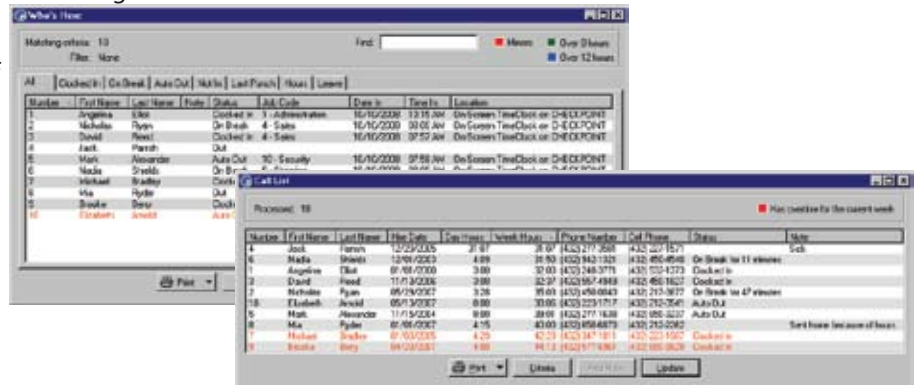
1. Viewing one's current hours for that day, shift, week and past weeks
2. Current accrual totals for sick, vacation, paid time off, etc.
3. Viewing of schedules
4. Viewing of last punch
5. Ability to go on breaks

We understand the need for the immediate access to critical timekeeping data and we have incorporated many tools to support this including the following:

- **Who's Here List**- a management essential which allows management to have an updated view of who has clocked in or out, who is on break and for how long, track minors, last punches, employee hours totals, etc.
- **Call List**- a comprehensive list of employees that allows management to call up the amount of daily or weekly hours that have been accrued in the current week, hire dates, employee's current clock in status, and telephone numbers.



On-Screen TimeClock™

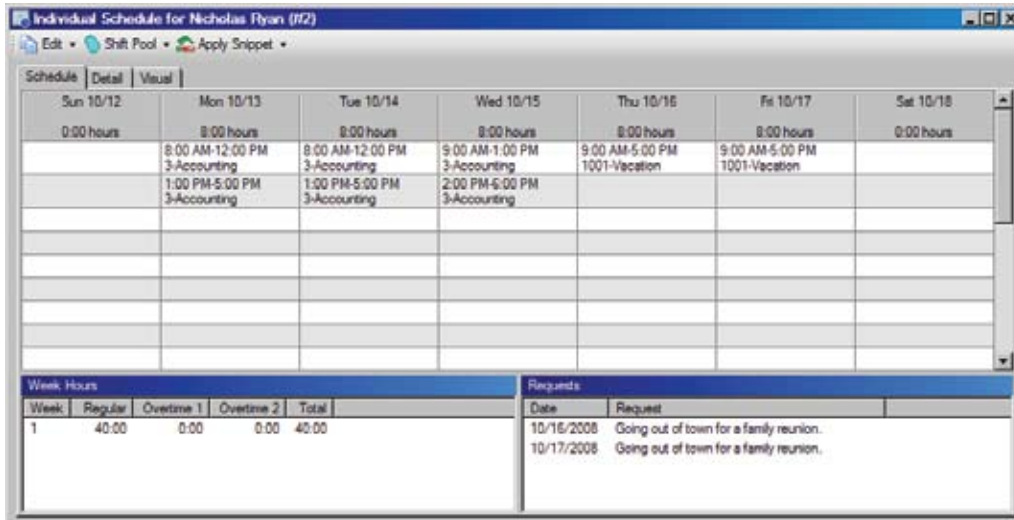




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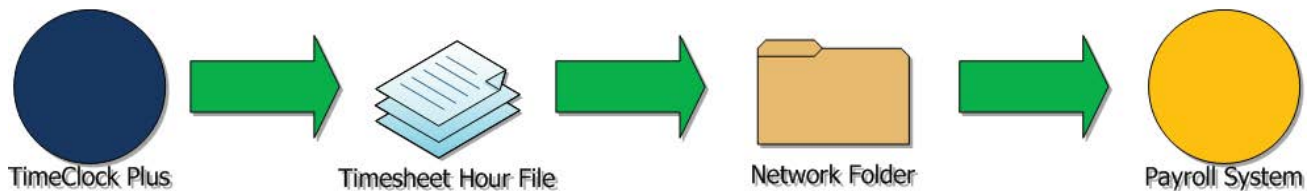
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**TimeClock Scheduler-** The TimeClock Scheduler provides scheduling capabilities. Management can create/view an individual employee schedule, or a complete company-wide schedule. That schedule may then be used by TimeClock Manager to monitor and restrict clock in/out operations depending on the level of control and criteria desired. The schedule is also used by the TimeClock Manager as a baseline when reporting tardies and absences. The TimeClock Scheduler offers the ability to forecast hourly labor cost and labor cost as a percentage of sales, track tardiness and absenteeism, and generate a Scheduled vs. Actual Hours report to help forecast and manage future schedules. Management may also import/export to and from the schedule, and drag and drop shifts as needed.



**Payroll Modules-** We know the significance of time saved during the payroll process, and to that end, we've created a specialized PIM (Payroll Interface Modules) group dedicated to the development, testing, deployment, and support of interface paths between TimeClock Plus and third party applications for payroll, HR, and others.

## TimeClock Plus Export Diagram



TimeClock Plus has the ability to integrate with many standard and custom payroll / accounting applications.

Hourly timesheet and leave records are exported from TimeClock Plus to ASCII delimited files. The export file layout is based on the import specifications of your payroll / accounting application. Initially your TimeClock Plus system will have to be configured to match your payroll / accounting application.

The timesheet hour file is saved to a network or directory location that your payroll administrator has access to. Once the file has been created, you simply open your payroll / accounting system and import the data using your system's timesheet import utility.



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### TimeClock Plus Remote Data Terminals (RDTs)

Remote Data terminals allow employees to perform timekeeping transactions without direct access to a PC. These devices can be desk or wall mounted in an easily accessible location for employees, eliminating the need to have physical access to a computer. RDT 100/200 Series terminals are available in either Serial or 10/100 Ethernet compatible configurations.

Employee time keeping transactions are not stored in the time clock, but are written directly to the TimeClock Plus database as they happen. Managers and supervisors have access to employee transactions as they occur. RDTs operate efficiently in a wide range of environments including offices, warehouses, and heavily industrialized worksites. All terminals support a wide range of reader options to work with your existing systems, including:

- Basic pin punch
- Barcode readers (internal and external reader options supported)
- Magnetic readers (internal and external reader options supported)
- Proximity readers (HID, Keri Prox, Indala, and more supported)
- Biometric fingerprint and biometric hand scanner recognition integration
- CCD Scanners supported

All RDT 100 / 200 Series Terminals can be equipped with optional Power Over Ethernet, access control mechanisms for controlling door strikes, magnetic locks, battery backup, etc.

#### RDT 100 Series

The 100 series Remote Data Terminal is the premiere data collection device for any size business needing a time clock. The user-friendly design of the terminal allows your employees to feel at ease about the operation of the unit. With a backlit 6 line LCD display, all prompts and messages to your employees are easily read. An alert is also built into the unit to provide audible signals to employees as transactions are confirmed or denied. If a louder audible alert is required, an optional external alert is available.

Each 100 Series clock communicates with the TimeClock Plus database in real-time. There is no need to download or upload information to the terminal. Because of its real-time communication with the database, an administrative rule can be created in the system, and then it is immediately enforceable at the terminal. Employees may receive messages from management at each clock. Schedule and overtime restrictions are applied at each terminal. Employees may also be restricted to performing operations at specific terminals if management desires.

#### RDT 200 Series

The RDT 200 Series is the flag ship of TimeClock Remote Data Terminals. The RDT 200 Series is a highly intelligent addition to our industry leading concept of real-time labor tracking, and it removes all the pre-conceived barriers to the deployment of real-time labor tracking. Network downtime causing the disruption of employee time and attendance tracking is no longer a concern.

RDT 200 Series terminals have all of the functions and capabilities of a 100 Series unit with the added ability to function in both online and offline modes. This means that in the event that communication is lost between the RDT 200 and its host, typically during a network outage, the RDT 200 will seamlessly go into an offline mode. The RDT 200 will accept employee clocking transactions in offline mode, and will continue to do so until the unit recognizes that the network connection has been restored. At this point, all punches collected will immediately be transferred to the TimeClock Plus database. These records will be flagged as offline punches for tracking purposes. All the while, it is unlikely that your employees would notice any difference in the functionality of the unit during the entire period.

Please contact TimeClock Plus Sales at 1-800-749-8463 to determine which Remote Data Terminal is best suited for your needs.





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### TimeClock Plus Biometrics

Biometric verification equates to the digital imaging of a particular human feature such as the fingerprint or hand, and then storing a value for that image which is then used in authenticating that employee during future clock transactions.

TimeClock Plus biometric devices all communicate in “real-time” with the database.

The use of biometrics time keeping devices greatly reduces the risk of common “buddy punching” activities. Employees and supervisors no longer have to worry about keeping track of punch cards or ID badges. TimeClock Plus offers a variety of employee biometric devices. Please contact the TimeClock Plus sales staff for the best biometric solution for your business.

### Biometric Fingerprint Terminal



BIO RDT 100/200 series- TimeClock Plus biometric terminals are extremely reliable fingerprint time keeping units. Built for a wide variety of environments, employees can enroll up to five fingerprints to verify against when performing clock operations. The Bio RDT is a reliable product which will secure clock operations and ensure the employee’s punch authenticity.

Of course, these ALL  
operate in **REAL TIME...**

### USB Desktop BioScan



Hamster (USB Bioscan) - The hamster is a desktop biometric device that employees use in conjunction with the On-Screen TimeClock to verify a fingerprint from the convenience of a local PC. The hamster is best suited for office environments where managers want to secure the process of employee clock operations. After enrollment, this biometric device prompts for finger print verification on many types of clock operations including, clock ins and outs, going on break, and viewing hours, etc.

### Biometric Hand Scanner



Hand Scanner (HandPunch 1000) - Built for the industrial environment, the TimeClock Plus hand scanner solution is used in conjunction with RDT 100/200 series terminals. This state of the art biometric device requires that employees enroll their hand print once and then on every subsequent use, the hand print will be required to perform clock operations. The security of biometrics can be used to provide peace of mind for management in knowing that the employee times are as accurate as possible and that biometrics reduce “buddy punching” dramatically.

Our hand scanner now has the ability to verify employee prints both when online and when the unit has lost ability to communicate with the server with our newest TimeClock Plus 6.0 Professional Edition.\*\*

\*\*Offline verification requires RDT 200 series terminal.

Please contact the TimeClock Plus sales staff for more information.



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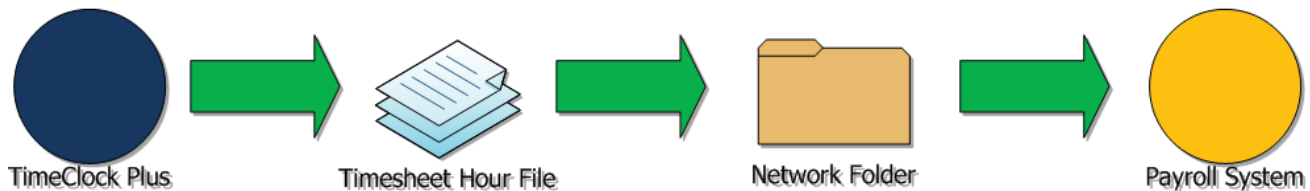
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TimeClock Plus takes the next logical step in automating the process of doing payroll by creating a bridge between the employee data collected by TimeClock Plus and many of the popular payroll packages or services available today.

The payroll process can be simplified greatly by the creation of a file from TimeClock plus that can be imported easily into your payroll software. The file containing Employee name, ID, Regular Hours, Overtime hours, Overtime 2 hours, department etc. can be checked for accuracy and then imported to the payroll software. The outdated process of manually entering Time sheets per employee is now a thing of the past.

We know the significance of time saved during the payroll process, and to that end, we've created a specialized PIM group (Payroll Interface Modules) dedicated to the development, testing, deployment, and support of interface paths between TimeClock Plus and third party applications for payroll, HR, and others.

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