

CalcTime[™]

OWNER'S AND OPERATIONS MANUAL

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INTRODUCTION

CalcTime™ is a self-contained, automatic calculating time & attendance system. **CalcTime™** replaces your current manual time keeping system. It automatically keeps track of each IN and OUT punch total, daily totals and accumulates the total time for each week. In the case of a two week payroll, the totals for each week are shown as well as the combined total for both weeks.

Depending on the options that you select from the menus provided, **CalcTime™** will compute the totals in either minutes or hundredths, round off punches to the nearest quarter hour or tenth of an hour, deduct break times such as lunch hours automatically, compute overtime for over 8 hours daily and over 40 hours weekly.

CalcTime™ offers the exclusive *CAN'T MISS A PUNCH* feature whereby the employee is not allowed to punch if they inadvertently forget to punch OUT or IN before the next punch takes place. Absent codes, such as vacation, sick leave, holiday or general absence can be added to **CalcTime™** by a supervisor.

Using the printer that is part of **CalcTime™**, all time cards or a single card can be produced whenever you desire, and as many times as you wish. You can produce an "IN PUNCH REPORT" that displays all employees presently punched IN and at what time they punched IN. A total summary report is available showing all employees and only their totals including overtime. As each employee punches OUT, an ELAPSED TIME TICKET is produced which verifies to the employee their exact IN and OUT times as well as their total time for that specific in/out period. They may keep this or throw it away as the same information will appear on their time card when it is printed.

CalcTime™ has battery back-up for time and data protection during power failures. It never needs resetting. Automatic Daylight Savings Time changes are standard.

CalcTime™ has a maximum capacity of 50 employees.

SPECIFICATIONS	
Color	Gray with salmon overlay
Dimensions	7" x 12" x 5
Construction	All plastic enclosure, desktop or wall mounting
Electrical Operation	115 Volts AC, 60hz
Power Requirements	10w; (2) 110V grounded outlets
Operating Environment	32 to 104 degrees F, 0-90% relative humidity non condensing
Weight	8 Lbs.

UNPACKING AND ASSEMBLY

Inspect the contents of the shipping container for damage. If the contents appear to have been damaged during shipping, immediately file a claim with the carrier and notify **GKT Enterprises**.

Save the packaging materials for repackaging or moving the system in the future.

The following items should be supplied with your system

- The **CalcTime™** Terminal
- Terminal Power Transformer
- The Printer w/ 1 roll of paper and 1 ribbon
- Printer Power Cord with Transformer
- Printer/Terminal Interface Cable
- Owners & Operation Manual
- Employee Charts
- Optional Wall Mounting Bracket

Installing the Printer

The printer connects to the terminals serial port. Using the interface cable supplied with **CalcTime™**, follow the drawing in figure 1.

Caution: Unplug the terminal's power pack before connecting the printer.

Power Connection

1. Connect the 4-pin mini-DIN plug from the printer power pack to the power connection on the right-hand side of the printer rear panel.
2. Plug the printer power pack into an indoor, grounded 120 volt AC outlet. Do not install or operate the printer outdoors.

Terminal Connection

1. Plug the 8-pin mini-DIN connector on the printer interface cable into the communications port on the left-hand side of the printer rear panel.
2. Plug the other end of the cable into your terminal's RS-232 port.
3. Plug in the terminal's power pack.

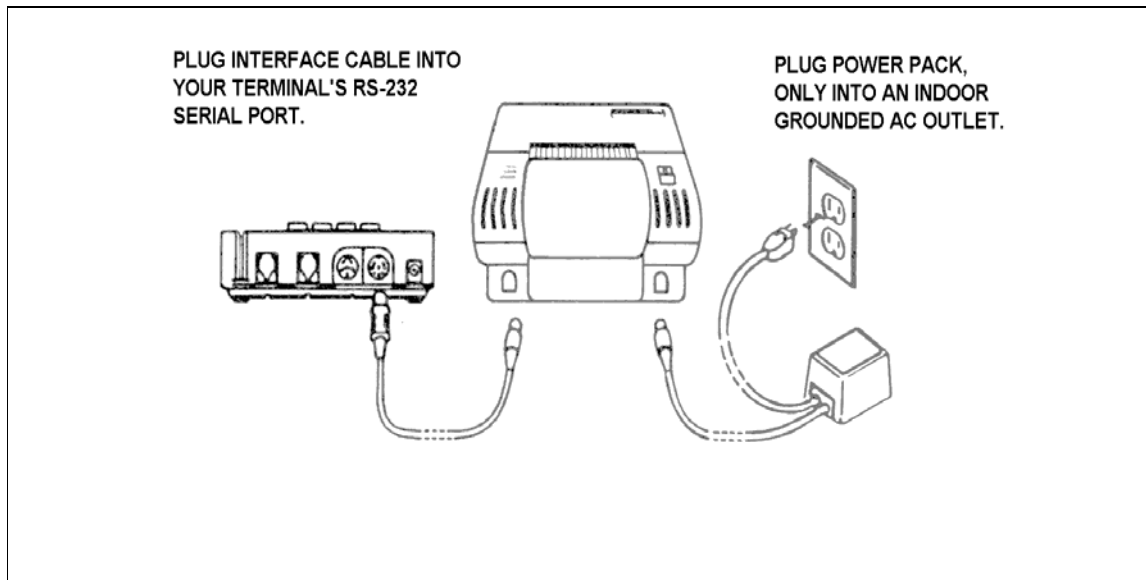


Figure 1.

For more information about your printer, including installing paper, installing ribbons, care and maintenance, refer to appendix B

GETTING STARTED

Certain programming choices must be made before **CalcTime™** can be used. These choices include:

- SETTING THE TIME AND DATE
- PAY PERIOD INFORMATION
- INITIAL SET UP
- ADDING EMPLOYEE NAMES

These programming features are all found in the **OPTIONS MENU**. (*See appendix D*) Please read through the instructions below before you attempt to do any programming. When working with programming and menus, the display has a default of 60 seconds and will revert back to the Time & Date Display if you wait too long.

Supervisor Password

Access to programming functions can only be obtained by using a password. The default password for **CalcTime™** is “1234”. Follow these steps to enter a password;

- Press the [#] **KEY**, then press the [FUNC/ENTER] **KEY**.
- Enter the 4-digit numerical password (the display will hide the numbers), then press the [FUNC/ENTER] **KEY**.

This process will be repeated throughout this manual, however it will only be explained here. The password can be changed to any 4-digit number by using the **OPTIONS MENU**. This will be discussed later under *Other Option Menu Items*.

A quick note before we actually get started, about the use of some of **CalcTime's** keys. The [CLEAR] **KEY** will take you out of any operation that you may be in. In most cases unless you are finished with whatever you were doing, the operation will be canceled. The [CLEAR] **KEY** will eventually take you back to the time and date display.

The [BACKSPACE] **KEY** is used whenever you make a mistake in a keystroke. The [BACKSPACE] **KEY** will move you one step to the left so that you may correct your mistake.

The [ALPHA] **KEY** is used whenever it is necessary to enter an alpha letter. The [ALPHA] **KEY** is used primarily to enter employee names into **CalcTime™**. Appendix C describes the alpha-numeric input in detail and how it is used.

The [FUNC/ENTER] **KEY** is used to complete an inputting sequence, mainly whenever more than one digit is entered. For example: a date or month that could be 1 or 2 digits would require you to press the [FUNC/ENTER] **KEY** when you have completed entering the date. Some choices may be single digits and the [FUNC/ENTER] **KEY** would not be

necessary. When entering the employee's clock number, the **[FUNC/ENTER] KEY** is always required.

Setting The Time And Date

Once the Time and Date are set, it is not likely that you will ever have to set them again. During any power outages, **CalcTime™** keeps the time internally and will reset itself when power is resumed.

To Set the Time and Date:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** twice.
- Press the **FUNC/ENTER KEY**.
- When the **OPTIONS MENU** is displayed, press the **DOWN KEY [*]** twice.
- When **SET TIME/DATE** is displayed, press the **FUNC/ENTER KEY**.
- When **DAY/WEEK=** is displayed, if the numerical day of the week is correct, press the **FUNC/ENTER KEY**. (Example; Sunday = 0, Monday = 1, Tuesday = 2, etc.) If the numerical day of the week is incorrect, enter the correct numerical day of the week and press the **FUNC/ENTER KEY**.
- When **YEAR (YY) =** is displayed, if the year is correct, press the **FUNC/ENTER KEY**. If the year is incorrect, enter the last 2 digits of the year (Example; 1997 = 97) and press the **FUNC/ENTER KEY**.
- When **MONTH (MM) =** is displayed, if the month is correct, press the **FUNC/ENTER KEY**. If the month is incorrect, enter the correct month (Example; December = 12) and press the **FUNC/ENTER KEY**.
- When **DATE (DD) =** is displayed, if the date is correct, press the **FUNC/ENTER KEY**. If the date is incorrect, enter the correct date and press the **FUNC/ENTER KEY**.
- When **HOOR (HH) =** is displayed, if the hour is correct, press the **FUNC/ENTER KEY**. If the hour is incorrect, enter the correct hour in 24-hour format and press the **FUNC/ENTER KEY**.
- When **MINUTES (MM) =** is displayed, if the minutes are correct, press the **FUNC/ENTER KEY**. If the minutes are incorrect, enter the correct minutes and press the **FUNC/ENTER KEY**.
- When **SECONDS (SS) =** is displayed, if the seconds are correct, press the **FUNC/ENTER KEY**. If the seconds are incorrect, enter the correct seconds and press the **FUNC/ENTER KEY**.
- When **OPTIONS MENU** is displayed
- Press the **[CLEAR]** key to escape back to the **TIME & DATE DISPLAY**, or skip the next four commands for setting pay period information next.

When you have completed the entire time and date sequence, the clock chip inside of **CalcTime™** will be updated. If you escape **[CLEAR]** before completing the sequence, the clock chip will not be updated.

Pay Period Information

It is important that **CalcTime™** knows what the first day of your pay period is, and whether you have a one or two week pay period. If you use a 2-week pay period, **CalcTime™** will need to know if this is the 1st or 2nd week of your pay period. Follow the steps below to input this information.

To Set Pay Period Information

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** twice. Press the **FUNC/ENTER KEY**.
- When the **OPTIONS MENU** is displayed, press the **DOWN KEY [*]** four times.
- When **PAY PERIOD INFO** is displayed, press the **FUNC/ENTER KEY**.

NOTE: The next question asked will scroll across the display very slowly. If you answer the question before the scrolling has finished, the display will zip by rapidly and the next question will be displayed. This is normal.

- When **ENTER THE 1ST DAY OF YOUR WEEK, 0=SUN, 1=MON ETC.** is displayed, enter the numerical 1st day of your week.
- When **1=7, 2=14 DAY PPD.** is displayed, enter 1 for a 7 day pay period, or 2 for a 14 day pay period.

NOTE: If you have a 1 week pay period, **CalcTime™** will automatically skip the next question.

- When **IS TODAY THE 1ST OR 2ND WEEK OF YOUR PAY PERIOD?** **1=1ST, 2=2ND WK** is displayed, enter [1] if this is your 1st week or [2] if this is your second week of the pay period.
- When **OPTIONS MENU** is displayed
- Press the [CLEAR] key to escape back to the **TIME & DATE DISPLAY**, or skip the next four commands for setting initial set up next.

Initial Set Up

The Initial Set Up allows you to choose the various features that are available such as how you want **CalcTime™** to calculate your totals. Do you want to round off the punches? Do you want to deduct a lunch hour automatically and pay overtime on a daily or weekly basis.

To Perform Initial Set Up:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** twice.

-
- Press the **FUNC/ENTER KEY**.
 - When the **OPTIONS MENU** is displayed, press the **DOWN KEY [*]** five times.
 - When **INITIAL SET UP** is displayed, press the **FUNC/ENTER KEY** .
 - When **CALC 1=MIN 2=100** is displayed, make your choice. If you want your calculations to be in minutes, press the **[1]** key. If you want your calculations to be in 100ths, press the **[2]** key.
 - When **RND OFF PUNCHES?** is displayed, press either the **YES KEY [#4]** if you prefer to round off the punches, or the **NO KEY [#5]**.
 - If you choose **YES KEY [#4]**, then
 - When **1=15 MIN 2=6 MIN** is displayed, choose your preference for rounding.

NOTE: *15 minute rounding* has a cut-off at 7 minutes, for example, if an employee arrives 7 minutes late, the time will be rounded back to the previous quarter hour. If the employee arrives 8 minutes late, the time will be rounded forward to the next quarter hour. The cut-off for *6 minute rounding* is at 3 minutes.

- When **DEDUCT BREAK Y/N** is displayed
- Press **YES KEY [#4]** if you want to automatically deduct a specified number of minutes for a break or lunch hour. Press **NO KEY [#5]** if you do not want to automatically deduct a break.
- If you choose **YES KEY [#4]** to the above question, then
- When **BREAK TIME (MM)** is displayed
- Enter the amount of minutes you wish to have deducted.
- Press the **FUNC/ENTER** key.
- When **THRESHOLD HOURS** is displayed
- Enter the number of whole hours (no minutes) that an employee will need to work before the break is deducted. As an example, if you chose a 30 minute lunch hour, you may decide that an employee must work at least 6 hours before he is entitled to take a lunch hour and you would enter 6 for **THRESHOLD HOURS**.

NOTE: If an employee punches out for lunch and continues to work a full 6 hours or more for the day, 30 minutes would still be deducted.

- Press the **FUNC/ENTER** key.
- When **OT AFTER 8 HRS?** is displayed
- Press **YES KEY [#4]** if you pay overtime after 8 hours each day or press **NO KEY [#OT AFTER 40 HRS?]** is displayed
- Press **YES KEY [#4]** if you pay overtime after 40 hours each week or press **NO KEY [#5]** if you do not pay weekly overtime.
- When **OPTIONS MENU** is displayed
- Press the **[CLEAR]** key to escape back to the **TIME & DATE DISPLAY**, or skip the next four commands for entering employees.

Employee Names - The employee name option allows you to add or delete up to 50 names and payroll numbers. These names and payroll numbers will appear on all reports. Each employee will also be assigned a CLOCK NUMBER which is not the same as their payroll number. The CLOCK NUMBER will be assigned during the input process described below. The CLOCK NUMBER (not the payroll number) is used by the employee to punch IN and OUT. The employee names should be listed on the EMPLOYEE CHART supplied with your **CalcTime™** and post this chart near the clock location. Names are entered into **CalcTime™** with the use of the ALPHA key. (Please refer to appendix C for more information on alphanumeric input). Each name is allowed 12 digits and payroll numbers can be up to 9 digits. When adding an employee, it is mandatory that something be entered into the name section, however, it is not necessary to enter the payroll number.

To Enter Employees:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY** [*] twice.
- Press the **FUNC/ENTER KEY**.
- When **OPTIONS MENU** is displayed, press the **DOWN KEY** [*] once.
- Press the **FUNC/ENTER KEY**.
- The CLOCK NUMBER and the current employee names are displayed at this point.
- Press the **DOWN KEY** [*] until you find a CLOCK NUMBER with no name next to it. Then
- Press the **ADD/CHG KEY**
- When **ENTER EMP NAME** is displayed, press the key with the desired letter on it; for example, if you wanted to enter the letter **P**, you would press the key with the number **7** on it because this key also contains the letters **PRS**.
- After pressing the key with the desired letter, press the **ALPHA KEY** until the desired letter is displayed.
- After the desired letter is displayed, press the key that contains the second letter you want to enter and press the **ALPHA KEY** again until the letter you want is displayed.

Continue this process until the employee name is spelled out or until you have used all 12 digits.

When the employee name is spelled out,

- Press the **FUNC/ENTER KEY**
- When **ENTER PAYROLL #** is displayed, enter up to 9 digits for a payroll number (payroll numbers are optional and are not the same as **CLOCK NUMBERS**).
- Press the **FUNC/ENTER KEY**
- The display shows the **CLOCK NUMBER** and the employee name that you have entered.
- Press the **CLEAR KEY**.

The employee name is now entered into the system and will remain there until changed by a supervisor. Continue the process until all the desired employee names and payroll numbers are entered. If you want to change an employee name, you use the same procedure and simply write over the existing name. Remember, the system can hold a maximum of fifty names.

To Delete an Employee:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** twice.
- Press the **FUNC/ENTER KEY**.
- When the **OPTIONS MENU** is displayed, press the **DOWN KEY [*]** once.
- Press the **FUNC/ENTER KEY**.
- Current employee names are displayed at this point. The **CLOCK NUMBER** and the employee name is shown.
- Press the **DOWN KEY [*]** until you find the employee you want to delete.
- Press the **DELETE [#] KEY**

The employee is deleted and you may re-use the clock number.

EMPLOYEE OPERATIONS

Punching IN or OUT is accomplished by entering the employee's clock number into the **CalcTime™** keypad, then pressing the **FUNC/ENTER KEY**. The employee will be asked to acknowledge his/her name by pressing the **YES [#4 KEY]** or **NO [#5 KEY]**. The employee must then choose **IN [#1 KEY]** or **OUT [#2 KEY]**. These 3 steps are outlined on the EMPLOYEE CHART that came with your **CalcTime™**.

Each employee is assigned a clock number as shown on the EMPLOYEE CHART. You can reuse existing clock numbers for new employees after an employee has been terminated. Employee names should be written next to the corresponding clock numbers on the EMPLOYEE CHART. This chart should be posted above the clock for all employees to see. Names and payroll numbers can be added to **CalcTime™** via the procedures found in the *Getting Started* section of this book on page 3.

Each IN/OUT punch produces an *ELAPSED TIME TICKET* to verify to the employee their IN and OUT times and to show the time worked. If so desired, this *ELAPSED TIME TICKET* can be set not to print after each IN/OUT punch. This can be done in the **OPTIONS MENU**.

Any punch other than the normal IN/OUT sequence, such as two IN punches or two OUT punches in a row, is not allowed by **CalcTime™**. An error message or **MISSED PUNCH ALERT** explaining the situation is printed on the printer. If an employee gets such a message, and indeed forgot to punch either IN or OUT, that employee must take this ticket to a supervisor and that missed punch must be put into **CalcTime™** before this employee can continue to clock IN or OUT. This **MISSED PUNCH ALERT** can be used as a management tool, and no employee wants to continually show their supervisor that they forgot to punch.

An employee can check at any time whether they are either IN or OUT simply by entering their clock number, verifying themselves, and when the choice of *1=IN 2=OUT* is displayed, the employee can press the **[*] KEY** and the display will tell them if they are OUT or IN and the time they punched IN.

Similarly, by going through the same steps and pressing the **[#] KEY** they will receive a print out of their total hours including overtime.

These two features are explained in the EMPLOYEE CHART and allow employees to get information from **CalcTime™** without bothering supervisors.

SUPERVISOR FUNCTIONS

Supervisor's Menu

Access is gained to all supervisor functions with a 4-digit password. The default password that is supplied with **CalcTime™** is "1234". This can be changed in the **OPTIONS MENU**. Each menu within the **SUPERVISOR'S MENU** will be discussed. Please refer to the drawing in appendix D. Through the use of the **ARROW KEYS**, you can easily move from one menu to another. To escape from the **SUPERVISOR'S MENU** you must press the **[CLEAR] KEY**.

Printing Menu

NOTE: To perform any printing functions, the printer must be **TURNUED ON**. Nothing will happen if the printer is **OFF** and an error message will be displayed.

Print Time Cards - This option allows you to print one or all time cards. This can be done at any time during the pay period. The time card will reflect only the completed **IN/OUT** punches in the file. Totals and overtime (if applicable) will also be shown (See Time Card example on page 12).

To Print An Employee Time Card:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** once.
- Press the **FUNC/ENTER KEY**.
- When the **PRINTING MENU** is displayed, press the **DOWN KEY [*]** once.
- When **PRINT TIME CARDS** is displayed
- Press the **FUNC/ENTER KEY**.
- When **1= SINGLE 2=ALL** is displayed, enter **1** if you want to print a single time card or enter **2** if you want to print all the time cards.

If you entered 1 (Single Time Card)

- When **ENTER CLOCK NO.** is displayed, enter the employee **CLOCK #** for the time card you want to print.
- Press the **FUNC/ENTER KEY**.
- When **(ACTUAL EMPLOYEE NAME Y/N)** is displayed, verify Employee Name by pressing **YES [#4] KEY** or **NO [#5] KEY**.
- When **1=CURRENT 2=PREV** is displayed, press the **[#1] KEY** for current pay period card or the **[#2] KEY** for previous pay period card.
- **PRINTING MENU** is displayed

If you entered 2 (All Time Cards)

- When **1=CURRENT 2=PREV** is displayed, press the **[#1] KEY** for current pay period card or the **[#2] KEY** for previous pay period card.
- **PRINTING MENU** is displayed.

You may escape from the **PRINTING MENU** by pressing the **[CLEAR] KEY** or you may use the **DOWN ARROW KEY [*]** until you come to the end of the **PRINTING MENU** choices and the display will say **MAIN SUP'VR MENU**. This will take you back to the Supervisor Menu.

Example of an employee time card:

ROBERT JONES	397558130	CLOCK #:	50	
=====				
MON MAY 5	IN	08:01		
	OUT	16:30	8:29	8:29

TUE MAY 6	IN	08:00		
	OUT	16:00	8:00	16:29

WED MAY 7	IN	08:00		
	OUT	16:38	8:38	25:07

THU MAY 8	IN	08:05		
	OUT	16:29	8:24	33:31

FRI MAY 9	IN	08:00		
	OUT	11:30	3:30	37:01
	IN	12:01		
	OUT	16:35	8:04	41:35
=====				
REG=	40:00	O.T.=	1:35	TOTAL= 41:35
=====				
MON MAY 12	IN	08:00		
	OUT	16:31	8:31	8:31

TUE MAY 13	IN	08:05		
	OUT	16:32	8:27	16:58

WED MAY 14	IN	08:03		
	OUT*	16:30	8:27	25:25

THU MAY 15	IN	08:01		
	OUT	16:30	8:29	33:54

FRI MAY 16	SICK LEAVE		8:00	41:54
=====				
REG=	40:00	O.T.=	1:54	TOTAL= 41:54
REG=	80:00	O.T.=	3:29	TOTAL= 83:29
=====				

SIGNATURE				

Total Summary - This option allows you to print a summary of all employee totals including regular and overtime hours.

To Print A Total Summary:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY** [*] once.
- Press the **FUNC/ENTER KEY**.
- When the **PRINTING MENU** is displayed, press the **DOWN KEY** [*] twice.
- When **TOTAL SUMMARY** is displayed
- Press the **FUNC/ENTER KEY**.
- When **1=CURRENT 2=PREV** is displayed, press the **[#1] KEY** for current pay period totals or the **[#2] KEY** for previous pay period totals.
- **PRINTING MENU** is displayed

You may escape from the **PRINTING MENU** by pressing the **[CLEAR] KEY** or you may use the **DOWN ARROW KEY** [*] until you come to the end of the **PRINTING MENU** choices and the display will say **MAIN SUP'VR MENU**. This will take you back to the Supervisor Menu.

Example of a Total
Summary Report

=====				
TOTAL SUMMARY				
FRIDAY FEB 19 1999 16:36				

CLK	NAME	REG	O.T.	TOTAL

1	BILL JOHNSON	18:00	8:00	26:00
2	JOHN WILSON	23:15	2:05	25:20
3	MARIA SMITH	24:13	0:00	24:13
4	MARY JONES	10:22	0:00	10:22
5	HAROLD MILLS	32:10	5:12	37:22

In Punch Report - This report prints all employees currently punched IN and the time they punched IN.

NOTE! It is important for a supervisor to run an **In Punch Report** at the end of each day to determine whether anyone has forgotten to punch out for the day. If anyone has forgotten, this is the time to add a **Missed Out Punch** (see page 20).

To Print An In Punch Report:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** once.
- Press the **FUNC/ENTER KEY**.
- When **PRINTING MENU** is displayed, press **DOWN KEY [*]** three times.
- When **IN PUNCH REPORT** is displayed
- Press the **FUNC/ENTER KEY**.
- **PRINTING MENU** is displayed

You may escape from the **PRINTING MENU** by pressing the **[CLEAR] KEY** or you may use the **DOWN ARROW KEY [*]** until you come to the end of the **PRINTING MENU** choices and the display will say **MAIN SUP'VR MENU**. This will take you back to the Supervisor Menu.

Example of an IN Punch Report

=====			
"IN" PUNCH REPORT			

01/15/99	CLK #1	BILL JOHNSON	08:01
01/15/99	CLK #3	MARIA SMITH	07:59
01/15/99	CLK #4	MARY JONES	08:05
01/15/99	CLK #5	HAROLD MILLS	08:00
=====			
** END OF REPORT **			

Print System Specifications - This option allows you to print out the programming options you have chosen for **CalcTime™** including all of the employee names and payroll numbers. You can print the system specifications at any time.

To Print The System Specifications:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** once.
- Press the **FUNC/ENTER KEY**.
- When **PRINTING MENU** is displayed, press **DOWN KEY [*]** four times.
- When **PRINT SYS SPECS** is displayed, press the **FUNC/ENTER KEY**.
- **PRINTING MENU** is displayed

To escape from the **PRINTING MENU**, press the **[CLEAR] KEY** or use the **DOWN ARROW KEY [*]** until you come to the end of the **PRINTING MENU** choices. **MAIN SUP'VR MENU** will be displayed. This will take you back to the Supervisor Menu.

```
=====
                        SYSTEM SPECIFICATIONS
-----
EMPLOYEE NAME      PAYROLL #
-----
#1 .....BILL JOHNSON.....849301164
#2 .....JOHN WILSON.....837440541
#3 .....MARIA SMITH .....947385
#4 .....MARY JONES .....938577244
#5 .....HAROLD MILLS .....8375011294
DST SPRING+ ..... 970402
DST FALL- ..... 971030
CALCULATING PREFERENCE ..... MINUTES
ROUND OFF? ..... YES
ROUND OFF PREFERENCE..... 15 MIN
BREAK DEDUCTION? ..... YES
BREAK TIME..... 30
THRESHOLD HOURS ..... 6:00
OT AFTER 8 HRS? ..... YES
OT AFTER 40 HRS? ..... YES
PRINT TICKET Y/N ..... YES
SIGNATURE? Y/N ..... YES
=====
                        TUESDAY JAN 27 1999 08:02
# OF DAYS IN PAY PERIOD=      7
1ST DAY OF THE WORK WEEK=      1
THIS IS WEEK #                1
TODAY'S PAY PERIOD DAY IS      2
PAY PERIOD CYCLE IS           1
=====
VERSION = 990110 CACLTIME
COPYRIGHT 1999 GKT ENTERPRISES
```

Paper

The first roll of paper supplied with **CalcTime™** is a 2-ply paper. This allows you to give a copy of the time cards to the employee. If your ribbon should get light, the second copy of the 2-ply paper will always be dark and clear. Single ply paper is available and costs a little less than the 2-ply paper. The paper is available at your local stationary supply store. Installation of the paper rolls will be discussed later but always remember never to pull the paper out of the machine either forward or backward. Always use the paper advance button. The standard ribbon supplied with **CalcTime™** is a 2 color ribbon. We recommend that when replacement is needed, use a 1 color, purple ink ribbon. This ribbon contains more ink and will last much longer than the 2 color ribbon. These ribbons are also available at your local stationery store. (Ribbon installation is described in the appendix)

Options Menu

NOTE: Four of the options included in the **OPTIONS MENU**, Employee Names, Set Time/Date, Pay Period Information and Initial Set Up have already been discussed and performed in the *GETTING STARTED* section on page 4. These items will not be covered again in this section. Remember, you may escape from the **OPTIONS MENU** by pressing the **[CLEAR] KEY**.

Change Password - It may be necessary for you to change the 4-digit password from time to time. If you think someone may know the password, it is better to be safe and change it.

To Change The Password

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** twice.
- Press the **FUNC/ENTER KEY**.
- When the **OPTIONS MENU** is displayed, press the **DOWN KEY [*]** three times.
- When **CHANGE PASSWORD** is displayed
- Press the **FUNC/ENTER KEY**.
- When **ENTER NEW PASWRD** is displayed, enter 4 numbers.
- Press the **FUNC/ENTER KEY**.
- **OPTIONS MENU** is displayed.

Elapsed Time Ticket - Each time an IN and OUT punch is completed by an employee, an Elapsed Time Ticket is printed. This ticket shows the employee what time they punched IN, what time they punched out, the dates and the elapsed time for the two punches. They may keep these tickets or discard them. The same information is shown on their time cards, when printed. This option allows you to turn **OFF** and **NOT** print the Elapsed Time Ticket.

To set the printer for Elapsed Time Ticket:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** twice.
- Press the **FUNC/ENTER KEY**.
- When the **OPTIONS MENU** is displayed, press the **DOWN KEY [*]** six times.
- When **ELAPSED TIME TKT** is displayed
- Press the **FUNC/ENTER KEY**.
- When **PRINT TICKET Y/N** is displayed, press either the **YES [#4] KEY** or the **NO [#5] KEY**
- **OPTIONS MENU** is displayed.

Signature Line - A signature line will be printed at the bottom of each time card as it is printed. The employee may review the time card and the totals, then sign the card acknowledging that they agree with the results. If you do not require an employee's signature on the time card and you would like to conserve paper, then you may turn this feature off. This option allows you to turn **OFF** and **NOT** print the Signature Line.

To set the printer for Signature Line:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** twice.
- Press the **FUNC/ENTER KEY**.
- When the **OPTIONS MENU** is displayed, press the **DOWN KEY [*]** seven times.
- When **SIGNATURE LINE** is displayed
- Press the **FUNC/ENTER KEY**.
- When **SIGNATURE? Y/N** is displayed, press either the **YES [#4] KEY** or the **NO [#5] KEY**
- **OPTIONS MENU** is displayed.

Daylight Savings Time Change - If Daylight Savings Time is active in your area, this is the option that stores the dates for the Spring and Fall time changes. You must enter the dates once each year.

To Set Daylight Saving Time:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** twice.
- Press the **FUNC/ENTER KEY**.
- When the **OPTIONS MENU** is displayed, press the **DOWN KEY [*]** seven times.
- When **DST CHANGE** is displayed
- Press the **FUNC/ENTER KEY**.
- When **SPRING=** is displayed, enter the date (year, month, and date) (YY,MM,DD, Example: January 1, 1998= 980101) on which daylight saving time is to begin.
- Press the **FUNC/ENTER KEY**.
- When **FALL=** is displayed, enter the date (year, month, and date) on which daylight saving time is to end.
- Press the **FUNC/ENTER KEY**.
- **OPTIONS MENU** is displayed.

Absent Codes Menu - Five different absent codes can be manually added to the employee file. Four of these codes, Sick Leave, Vacation, General Absence and Adjustment can be used for only individual employees by using their Clock Numbers to identify them. The Holiday code can be given to one or **all** employees. This allows you to credit 8 hours for a given holiday to all employees and those holiday hours would appear on their time card and would be added to their total. **NOTE:** Absent codes do **NOT** accumulate toward overtime. It is important that you credit absent times either on the day they were absent or at the latest, the next day before they punch out. This is because the credit will appear in the order it was entered into **CalcTime™**. As an example; if an employee was absent on Tuesday, and came back to work and punched IN and OUT on Wednesday and you entered the absent code on Thursday, the time card would show Tuesday's absent hours after Wednesday's IN and OUT punch. The totals would be correct, but the days would be out of sequence.

The **Adjustment Code** is used to ADD or SUBTRACT blocks of time to the time card. If an error was made and someone forgot to punch out and inadvertently punched out the next day giving him too many hours, the adjustment code could be used to subtract a block of time from the total and still show the audit trail on the time card.

To Enter an Absent code:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** three times.
- Press the **FUNC/ENTER KEY**.
- Press the **DOWN KEY [*]** until the absent code that you want is displayed.
- Press the **FUNC/ENTER KEY**.
- When **ENTER CLOCK NO.** is displayed, enter the employee's clock number that you want to credit absent time for.
- Press the **FUNC/ENTER KEY**.
- When the employee's name is displayed, press the **YES KEY [#4]**
- When **DAY? 0=SUN 1=MON** is displayed, enter the numerical day of the week for the absence. Example: If the employee was absent on a Friday, enter 5.
- When **ENTER DATE MMDD** is shown, enter the four digit date. Four digits must be used. If the month was January, then enter 01.
- Press the **FUNC/ENTER KEY**.
- When **CREDIT TIME HHMM** is displayed, enter the total hours and minutes you want to credit this employee.
- Press the **FUNC/ENTER KEY**.
- **SUPERVISOR MENU** is displayed.

NOTE: When selecting Holiday as the absent code, you will be asked **1=SINGLE**
2=ALL. If you select **ALL**, then whatever Day, Date and Hours you entered will be
credited to all employees not just to one.

Missed Punches

From time to time, an employee will forget to punch OUT, either when they go to lunch or when they leave for the day. They may even forget to punch IN when they arrive at work or when they return from lunch. **CalcTime™** has a unique feature will not allow two consecutive IN punches or two consecutive OUT punches. In the case where an employee forgets to punch OUT for lunch and returns to punch IN, the display will show **BAD OUT PUNCH** and a **MISSED PUNCH ALERT** will be printed for that employee. As you can see from the example shown, the **MISSED PUNCH ALERT** tells the employee they tried to punch IN when an IN punch already exists in the file for them. It tells them to get a supervisor so the missed punch can be entered. The ticket shows the supervisor the time the employee punched IN and can then determine what time the missing OUT punch should be.

NOTE! It is important for a supervisor to run an **In Punch Report** at the end of each day to determine whether anyone has forgotten to punch out for the day. If anyone has forgotten, this is the time to add a **Missed Out Punch**.

Example of a MISSED
OUT PUNCH ALERT!

```

MISSED PUNCH ALERT!
=====
YOU HAVE TRIED TO PUNCH 'IN'.
AN 'IN' PUNCH ALREADY EXISTS (SEE BELOW)
DO NOT ATTEMPT TO PUNCH,
UNTIL YOU HAVE A SUPERVISOR INPUT A
MISSED 'OUT' PUNCH FOR YOU.

=====
"IN" PUNCH REPORT
-----
01/20/99 CLK#1 BILL JOHNSON 08:01
=====
** END OF REPORT **

```

Example of a MISSED
IN PUNCH ALERT!

MISSED PUNCH ALERT!

YOU HAVE TRIED TO PUNCH 'OUT'.
WITHOUT FIRST PUNCHING 'IN'
DO NOT ATTEMPT TO PUNCH,
UNTIL YOU HAVE A SUPERVISOR INPUT A
MISSED 'IN' PUNCH FOR YOU.

To Add A Missed IN PUNCH:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** four times. Press the **FUNC/ENTER KEY**.
- When the **MIS'D PUNCH MENU** is displayed, press the **DOWN KEY [*]** one time
- When **MISSED IN PUNCH** is displayed, press the **FUNC/ENTER KEY**.
- When **ENTER CLOCK NO.** is displayed, enter the desired employee clock number and press the **FUNC/ENTER KEY**.
- When the employee's name is displayed, press the **YES KEY [#4]**
- When **ENTER DATE MMDD** is shown, enter the four digit date. Four digits must be used. If the month was January, then enter 01.
- Press the **FUNC/ENTER KEY**.
- When **TIME =HHMM 0/23HH** is displayed, enter the hour in 24 hour format and minutes for the punch time that was missed and press the **FUNC/ENTER KEY**. The IN punch is now entered into the system
- **MIS'D PUNCH MENU** is displayed.

To Add A Missed OUT PUNCH:

- Enter the 4-digit password. (#, Func/Enter, 1234, Func/Enter)
- When **SUPERVISOR MENU** is displayed, press the **DOWN KEY [*]** four times.
- Press the **FUNC/ENTER KEY**.
- When the **MIS'D PUNCH MENU** is displayed, press the **DOWN KEY [*]** twice.
- When **MISSED OUT PUNCH** is displayed, press the **FUNC/ENTER KEY**.

-
- When **ENTER CLOCK NO.** is displayed, enter the desired employee clock number and press the **FUNC/ENTER KEY**.
 - When the employee's name is displayed, press the **YES KEY [#4]**
 - When **ENTER DATE MMDD** is shown, enter the four digit date. Four digits must be used. If the month was January, then enter 01.
 - Press the **FUNC/ENTER KEY**.
 - When **TIME =HHMM 0/23HH** is displayed, enter the hour in 24 hour format and minutes for the punch time that was missed and press the **FUNC/ENTER KEY**. The OUT punch is now entered into the system
 - **MIS'D PUNCH MENU** is displayed.

At the completion of the MISSED OUT PUNCH, an ELAPSED TIME TICKET will be printed, unless you have it turned off.

NOTE: Do not use this function to enter a missed pair. As an example, if someone forgot to punch for the entire day and no punches were entered at all, do not enter a MISSED IN and MISSED OUT. Use the ABSENT CODE MENU and select **ADJUSTMENT** to enter a block of time for the missed day. The missed punch menu will only work if there is one existing punch in the terminal.

Purging

It is important that the memory of **CalcTime™** does not fill up. Therefore, purging is done automatically on the 4th day of the pay period. Knowing this, it is extremely IMPORTANT that you print all your time cards for the previous pay period before the 4th day of the current pay period. Once purging takes place, previous pay period time cards cannot be printed.

Troubleshooting

CalcTime™ is in reality a computer and is susceptible to electrical spikes and surges. It is recommended that a surge suppresser be used to protect the terminal. If you experience any lock up or error message that will not reset itself, perform the following steps;

1. Unplug the electrical outlet, wait a minute and plug it back in.
2. If **CalcTime™** still does not reset, press the '3' and '5' key at the same time.
3. If **PROGRAMMING ERR** continues to occur, you will need a replacement unit or a program download.

APPENDIX A

WALL INSTALLATION (Requires optional wall mounting bracket)

NOTE: It is recommended that **CalcTime™** set flat on some type of shelf or table. If it is absolutely necessary that you mount **CalcTime™** on the wall, please be advised that the *LOW PAPER INDICATOR* will not function properly and you may run out of paper without any warning.

If you are mounting **CalcTime™** on a wall, perform the following steps:

1. Disconnect all cables from the terminal and printer.
2. Hold the mounting platform against the wall in the desired location and mark the location of each mounting slot on the wall.
3. Place two screws part way into the wall at the marked locations.
4. Slip the mounting platform over the screws and pull it downward until the tip of the mounting slots rest on the screws.
5. Tighten the screws.
6. Slip the terminal over the mounting studs and pull it downward to lock it in place.
7. Slip the printer over the mounting studs and pull it downward to lock it in place.
8. Connect the printer cable (8-pin connector) to the terminal and connect the other end of the cable to the printer.
9. Connect the terminal transformer to the terminal.
10. Engage the plastic tabs on the cable cover with the slots in the mounting platform and press the cable cover into place.
11. Connect the printer transformer to the printer.
12. Plug both power transformers (terminal and printer) into 2 grounded AC outlets.

CalcTime™ is now installed

Appendix B

PRINTER PAPER AND RIBBON INSTALLATION

Removing or Replacing the Ribbon Cartridge

Never attempt to use the printer without the ribbon cartridge. To install the ribbon cartridge, observe the following:

1. Turn off the printer power.
2. Remove the ribbon cover by pressing the front tab and lifting the cover up.
3. If you are replacing an old ribbon, lift the old cartridge out from the left side first and discard it. (See diagram on ribbon.)
4. Remove the new ribbon cartridge from its protective packaging and insert it, right side first, into the printer. Be sure the round knob is facing up, and the ribbon fabric fits between the print head and the ribbon guide.
5. Press the left side of the ribbon cartridge into place. If it does not fit easily, lift the cartridge out and try again. Do not force the cartridge into place.
6. Turn the knob on the cartridge clockwise to remove any slack.
7. Check to see that the ribbon lies flat between the printhead and the paper.
8. Insert the two tabs on the rear of the ribbon cover into the slots on the printer.
9. Press the front of the cover down and snap into place.

(Refer to figure B-1)

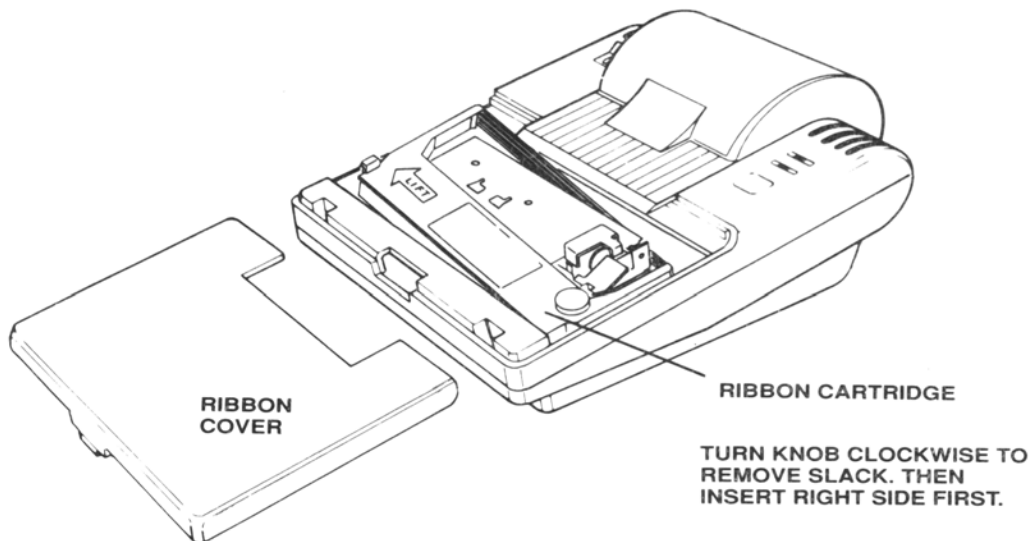


Figure B-1
Installing the Ribbon Cartridge

Installing the Paper Roll

The printer can accept either 2-ply or single ply paper with a width of 3 inches.

Note: For best results, be sure that the leading edge of the paper roll is cut cleanly rather than torn before feeding it into the printer. This is particularly important when inserting 2-ply paper.

1. Remove the roll cover by pressing the tab at the rear of the printer and lifting the cover up.
2. Press the “I” symbol on the power switch down to turn the printer on.
3. With the paper feeding from the bottom of the roll (see Figure B-2), guide the end of the paper roll into the metal paper slot on the printer. While feeding the end of the paper into the slot with one hand, hold the paper feed button down until the printer grabs the paper.
4. Insert the paper roll spindle into the roll of paper.
5. Insert the spindle with the attached paper roll into the roll cavity. The ends of the spindle must fit into the slots on the sides of the cavity.

Caution: Don’t operate the printer without having the spindle in place; it puts unnecessary strain on the mechanism.

6. Hold the paper feed button down until about two inches of paper emerges from the printer.
7. Replace the roll cover on the printer, making sure that the paper extends through the slot on top of the printer. Snap the roll cover tab into place.

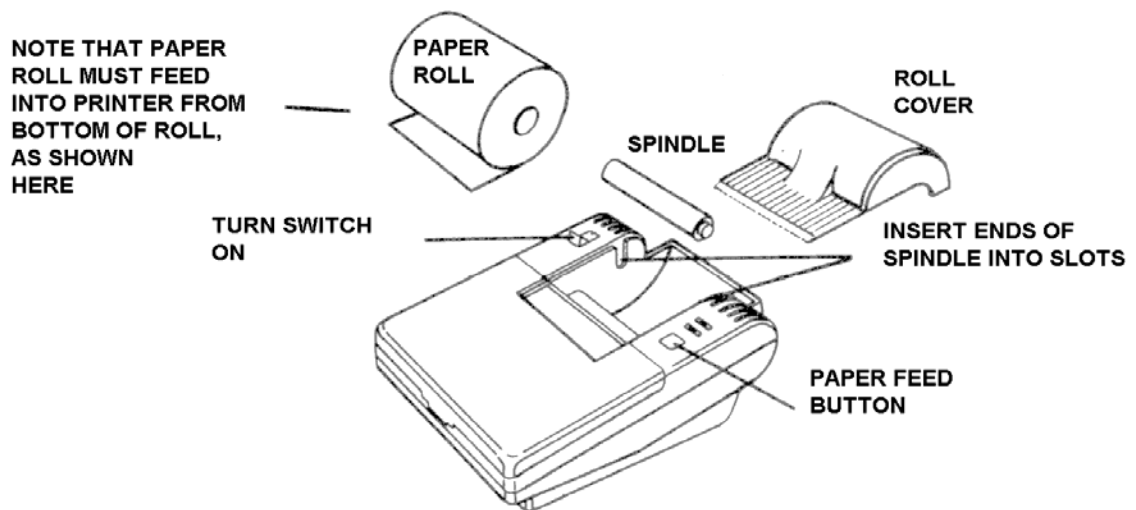


Figure B-2
Installing the Paper Roll

Removing the Paper Roll

Caution: If you remove a paper roll from the printer:

- 1. Cut or tear the paper from the spool*
- 2. Press the paper feed button to remove the paper that remains in the feed mechanism.*

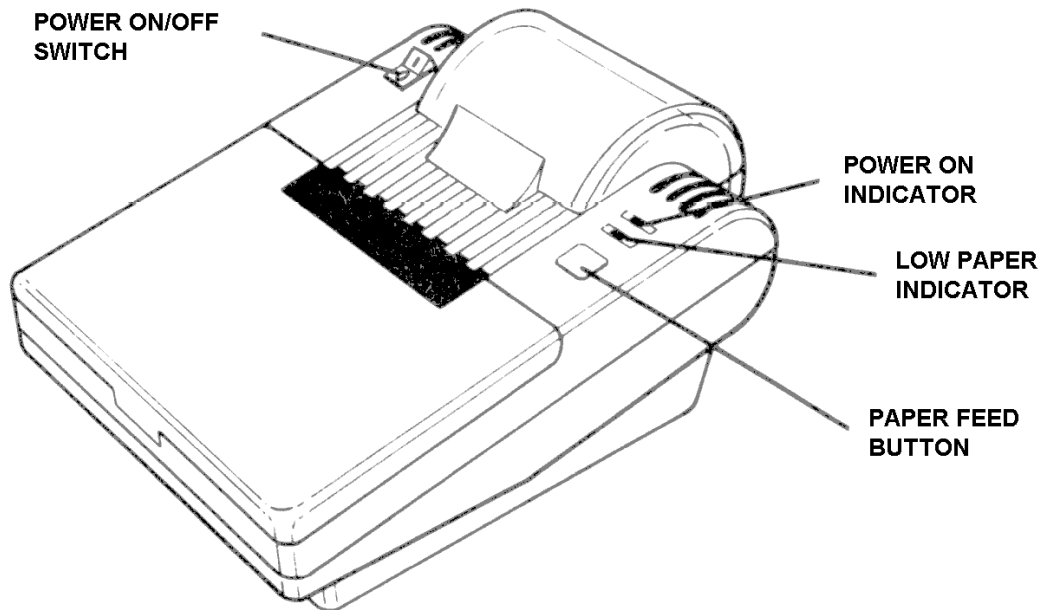
Never pull the paper out of the machine either forward or backwards!

PRINTER BASICS

Control Panel

As shown in Figure B-3, the printer control panel includes two indicator lamps: LOW PAPER AND POWER ON, one button: PAPER FEED, and one switch: POWER ON/OFF.

- POWER ON Indicator - this green indicator remains on steady while the printer is receiving power; the printer will only operate when this indicator is on. An error condition is signaled when this indicator changes from steady to flashing.
- LOW PAPER Indicator - this amber indicator comes on when the sensor determines the unit has 20% or less of a full paper roll remaining.
- (Be sure paper feed spindle is in place. Without it, low paper function may not work properly)
- PAPER FEED Button - causes the printer to feed one line when pressed momentarily, and to feed multiple lines when pressed continuously.
- POWER ON/OFF Switch - this switch is used to turn power on and off.



*Figure B-3
Printer Control Panel*

APPENDIX C

ALPHANUMERIC KEYPAD DATA INPUT

Entering Alphanumeric Data from the keypad.

The terminal keypad has 16 keys and twelve of these keys can be used to enter as many as 47 different alphanumeric characters. These characters are the letters A through Z, the numerals 0 through 9 and the following special characters: +*,",'-.#:;@ and (space).

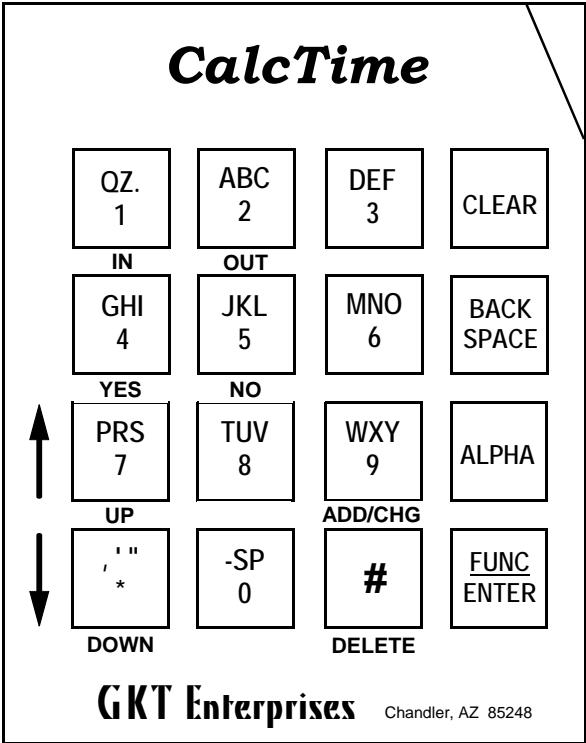


Figure C-1 Keypad Layout

ALPHA KEY

Just as the [SHIFT] key on a typewriter selects one of two different characters assigned to a single key, the [ALPHA] key selects the different characters available for each terminal key.

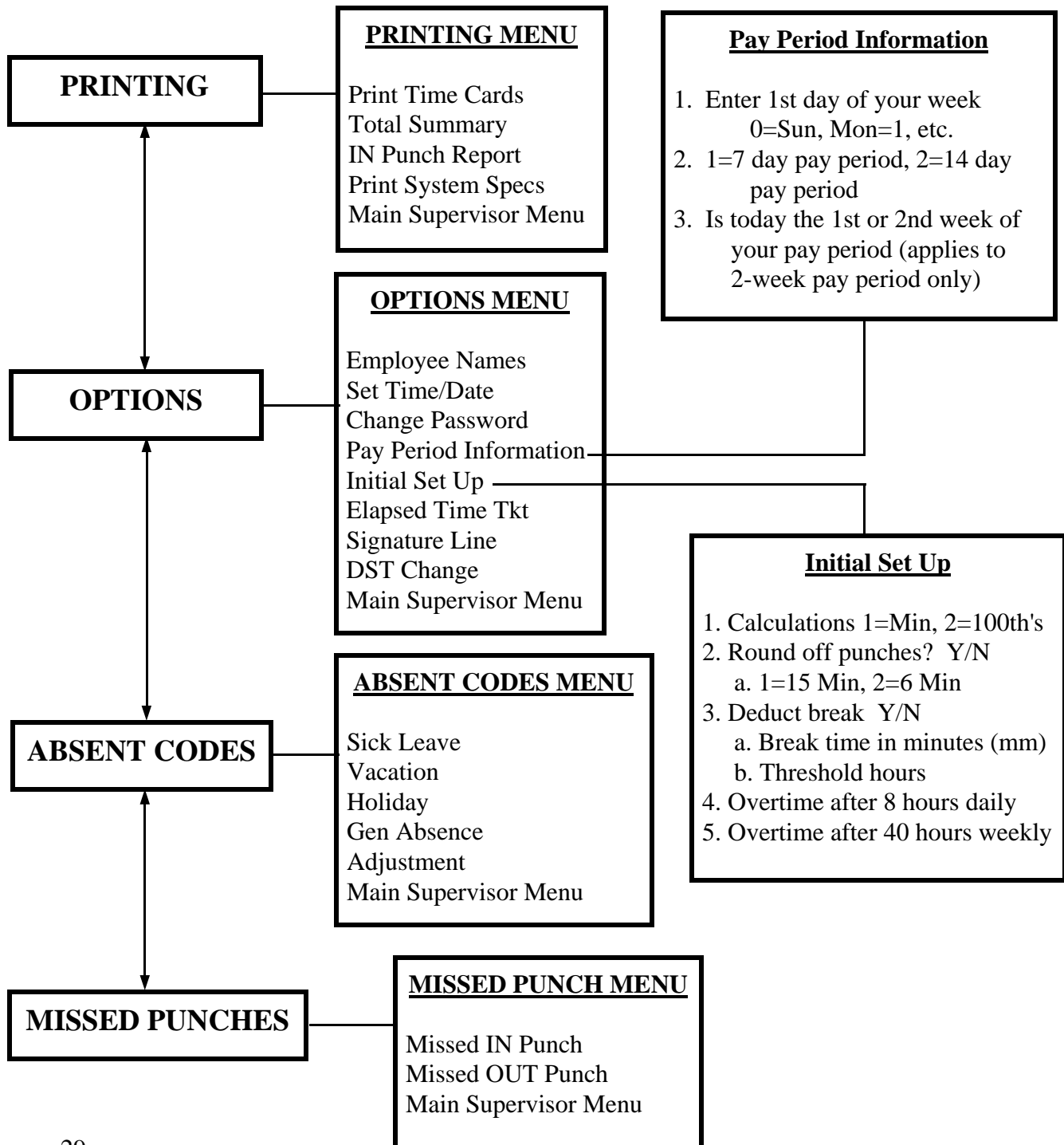
Press the key for the character and then press the [ALPHA] key as many times as required to display the correct character.

The following examples demonstrate how to enter the characters 2, A, E, S, " and (space).

Desired Character	Keys to Press
2	Press the [2] key
A	Press the [2] key. Press the [ALPHA] key once.
E	Press the [3] key. Press the [ALPHA] key twice.
S	Press the [7] key. Press the [ALPHA] key three times
"	Press the [*] key. Press the [ALPHA] key three times.
(space)	Press the [0] key. Press the [ALPHA] key twice.

APPENDIX D

SUPERVISOR'S MENU



Cik#

Name

CalcTime™

EMPLOYEE CHART

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

PUNCHING IN

1. Enter your clock #, then press the blue **FUNC/ENTER** key.
2. Verify your name by pressing the **4** key for **YES**.
3. Press the **1** key for **IN**.

PUNCHING OUT

1. Enter your clock #, then press the blue **FUNC/ENTER** key.
2. Verify your name by pressing the **4** key for **YES**.
3. Press the **2** key for **OUT**.

EMPLOYEE OPTIONS

1. After following steps 1 & 2 above for punching **IN** or **OUT**, you may;

Press **'*'** to see if you are **IN** or **OUT**.

or

Press **'#'** to get a printout of your total hours

2. If a "MISSED PUNCH ALERT" is generated, take it to a supervisor so that a missed punch can be put into **CalcTime™**

24 Hour Time

Conversion Table

- 1 a.m. = 0100
- 2 a.m. = 0200
- 3 a.m. = 0300
- 4 a.m. = 0400
- 5 a.m. = 0500
- 6 a.m. = 0600
- 7 a.m. = 0700
- 8 a.m. = 0800
- 9 a.m. = 0900
- 10 a.m. = 1000
- 11 a.m. = 1100
- 12 p.m. = 1200 Noon
- 1 p.m. = 1300
- 2 p.m. = 1400
- 3 p.m. = 1500
- 4 p.m. = 1600
- 5 p.m. = 1700
- 6 p.m. = 1800
- 7 p.m. = 1900
- 8 p.m. = 2000
- 9 p.m. = 2100
- 10 p.m. = 2200
- 11 p.m. = 2300
- 12 a.m. = 0000 Midnight

DAY OF WEEK

- 0 = Sunday
- 1 = Monday
- 2 = Tuesday
- 3 = Wednesday
- 4 = Thursday
- 5 = Friday
- 6 = Saturday

GKT Enterprises, Inc.

25244 S. Cloverland Dr. Chandler, AZ 85248 (480) 895-5959

Creators of **CalcTime™** - The calculating time clock for the smaller business

Cik#	Name	
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		
46.		
47.		
48.		
49.		
50.		

CalcTime™ EMPLOYEE CHART

PUNCHING IN

1. Enter your clock #, then press the blue **FUNC/ENTER** key.
2. Verify your name by pressing the **4** key for **YES**.
3. Press the **1** key for **IN**.

PUNCHING OUT

1. Enter your clock #, then press the blue **FUNC/ENTER** key.
2. Verify your name by pressing the **4** key for **YES**.
3. Press the **2** key for **OUT**.

EMPLOYEE OPTIONS

1. After following steps 1 & 2 above for punching **IN** or **OUT**, you may:
 - Press **'*'** to see if you are **IN** or **OUT**.
 - or
 - Press **#** to get a printout of your total hours

2. If a "MISSED PUNCH ALERT" is generated, take it to a supervisor so that a missed punch can be put into **CalcTime™**

24 Hour Time

Conversion Table

1 a.m. = 0100
2 a.m. = 0200
3 a.m. = 0300
4 a.m. = 0400
5 a.m. = 0500
6 a.m. = 0600
7 a.m. = 0700
8 a.m. = 0800
9 a.m. = 0900
10 a.m. = 1000
11 a.m. = 1100
12 p.m. = 1200 Noon
1 p.m. = 1300
2 p.m. = 1400
3 p.m. = 1500
4 p.m. = 1600
5 p.m. = 1700
6 p.m. = 1800
7 p.m. = 1900
8 p.m. = 2000
9 p.m. = 2100
10 p.m. = 2200
11 p.m. = 2300
12 a.m. = 0000 Midnight

DAY OF WEEK

0 = Sunday
1 = Monday
2 = Tuesday
3 = Wednesday
4 = Thursday
5 = Friday

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