

Time Card Administration

ARS Timecard is a time card application that can be used:

1. As a standalone application, or
2. Configured for a multi-store environment with data being transmitted to a central location.

This application consists of two separate modules, TCAdmin and TimeCard.

TCAdmin is installed at each location and is used to administer the employee file, monitor logged time, generate reports, and import time card information from external applications and to transfer data.

TCAdmin needs to remain running at all times if real-time data is required.

Timecard is a simple to use program for punching in and out of the time clock.

Basic TC Administration

Logon Username and Password

When the application is accessed the default data source is opened and the user is prompted for their username and password. Each staff member that uses TC Admin is assigned a Logon ID and password for each data source.

General

1. Open TCAdmin
2. Log on as SUPERUSER
 - It is a good idea to set a unique password for Superuser
3. Select File from the Menu Bar then Properties
 - The SETUP window displays:

The screenshot shows a 'Setup -' window with the following fields and values:

Field	Value
Store #	1
Storetype	Single (selected)
Warn Limit	12
Warn Color	255 (Red)
v4 Timer	30.00
v4 Path	templ
Rndhours	2

4. Fill in the information requested for Store # and Store description.
5. Select Store Type
 - Single - Standalone system
 - Satellite - Satellite store, information is downloaded to a corporate location.
 - Corporate - Corporate location, accepting data from satellite stores.
6. Warn Limit: Enter the number of hours for the warn limit.
 - Specify a warning that an employee may have worked overtime or forgot to punch in or out, causing an ALERT. (Example: If an employee is punched in for 12 hours, an ALERT would be generated.)
7. Warn Color: Click on the ellipses ... to bring up a color palette.
 - Choose the color to display the Warn Limit Alert
8. Rndhours: The decimal points printed on your reports. Hours can be rounded to the nearest second.

Overtime Setup

1. Click on the Overtime tab from the Setup Screen.

The screenshot shows a software window titled "Setup -" with three tabs: "General", "Overtime", and "FTP". The "Overtime" tab is active. The window contains the following fields and controls:

- Store #**: A text input field containing the number "1".
- Overtime Type**: A dropdown menu currently set to "WEEK".
- Overtime**: A text input field containing the number "40".
- Firstweek**: A text input field containing the number "1".
- Firstday**: A text input field containing the number "1".

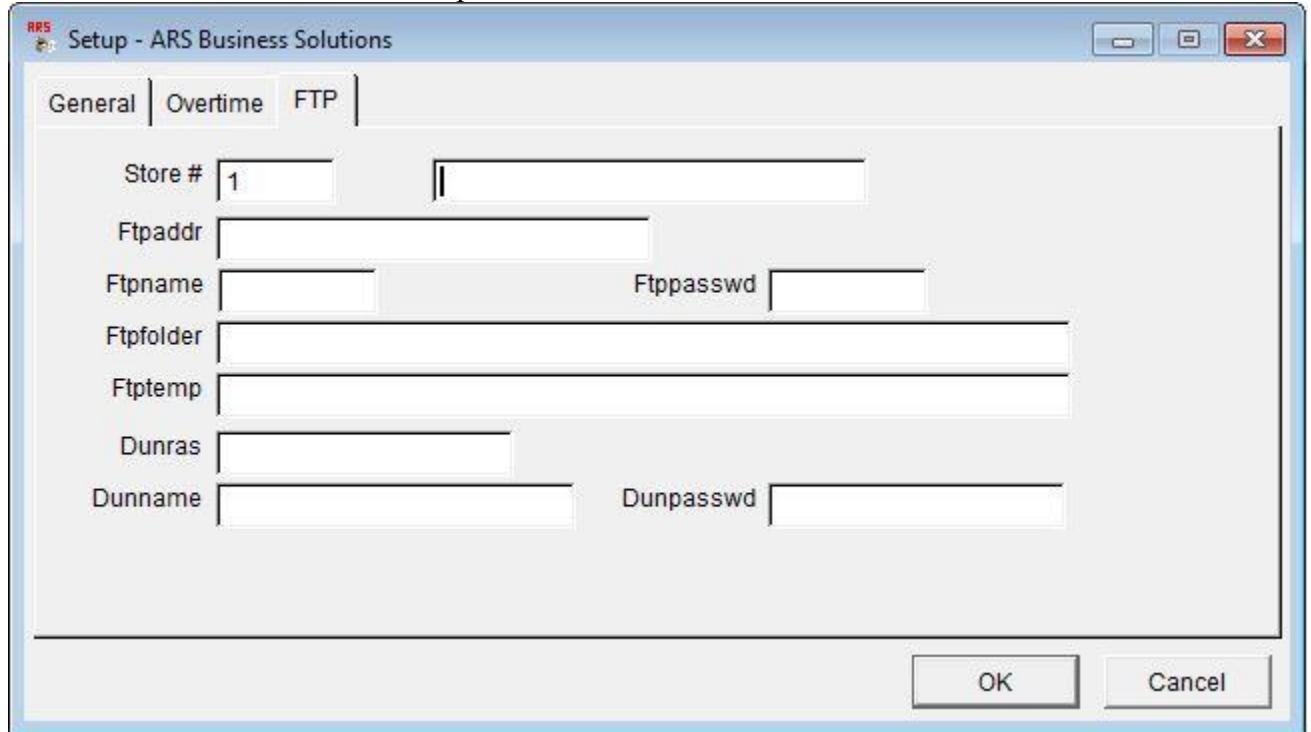
At the bottom right of the window, there are two buttons: "OK" and "Cancel".

2. Enter the Store number.
3. Enter what time frame overtime will be paid on: Day, Week or Month.
 - Click the down arrow tab and select.
4. Fill in the appropriate base hours for the category selected.
5. First Week: Specifies the requirements for the first week of the year. (Default is 1)
 - The first week contains January 1st.
 - The larger half (four days) of the first week is in the current year.
 - The first week has seven days.
6. First Day: Specifies the first day of the week. (Default is 1)
1=Sunday 2=Monday 3=Tuesday 4=Wednesday 5=Thursday 6=Friday
7=Saturday

FTP

FTP setup only if multiple stores are using the timecard application. The FTP settings are required when sending timecard information to the corporate location.

1. Click on the FTP tab from the Setup Screen.



The screenshot shows a window titled "Setup - ARS Business Solutions" with three tabs: "General", "Overtime", and "FTP". The "FTP" tab is selected. The window contains the following fields:

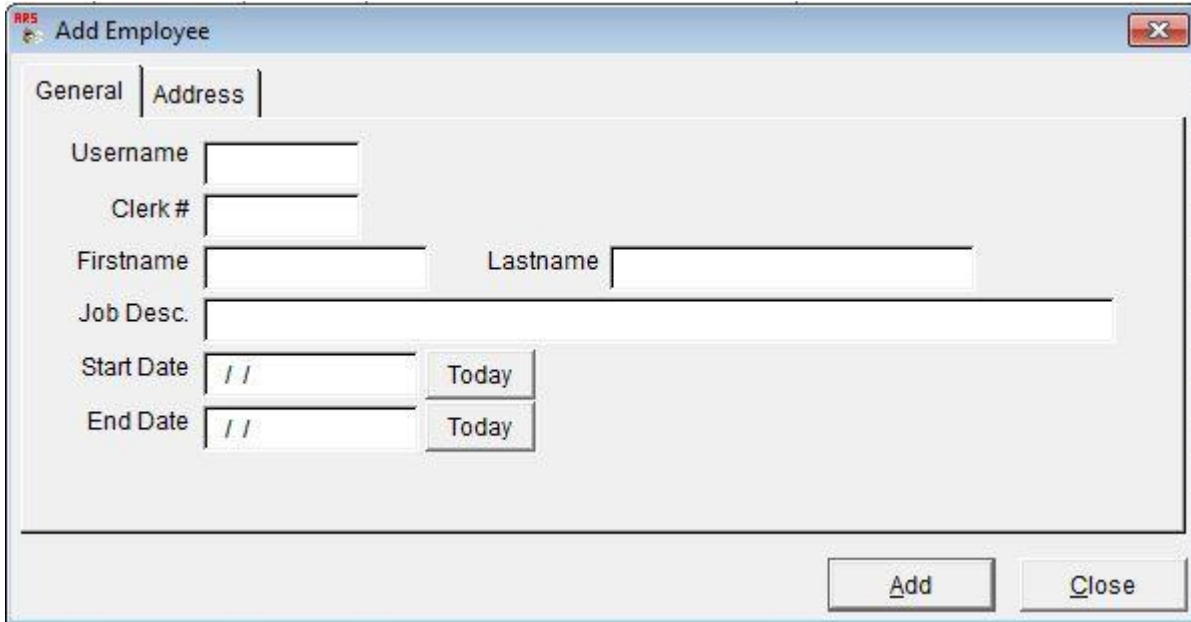
- Store #: 1
- Ftpaddr: [Empty]
- Ftpname: [Empty]
- Ftppasswd: [Empty]
- Ftpfolder: [Empty]
- Ftptemp: [Empty]
- Dunras: [Empty]
- Dunname: [Empty]
- Dunpasswd: [Empty]

At the bottom right, there are "OK" and "Cancel" buttons.

2. Enter the Store Number
3. Enter the FTP Address.
4. Enter the FTP Name and the FTP Password.
5. Enter the FTP Folder.
6. FTP temp. (leave empty NOVELL use only)
7. DunRas (Dialup networking name)
8. Dunname: Username for ISP user account name
9. Dunpasswd: ISP user account password
10. Click OK to close the Setup window and save.

Enter Employees

1. Select Data from the menu bar, then Employees. The Employees window displays.
2. To add a new employee, select the NEW button from the Tool Bar.
 - The Add New Employee Displays.



The screenshot shows a window titled "Add Employee" with a standard Windows-style title bar (minimize, maximize, close buttons). The window has two tabs: "General" and "Address". The "General" tab is active and contains the following fields:

- Username: [Text Input]
- Clerk #: [Text Input]
- Firstname: [Text Input]
- Lastname: [Text Input]
- Job Desc.: [Text Input]
- Start Date: [Date Picker] (Today selected)
- End Date: [Date Picker] (Today selected)

At the bottom right of the window, there are two buttons: "Add" and "Close".

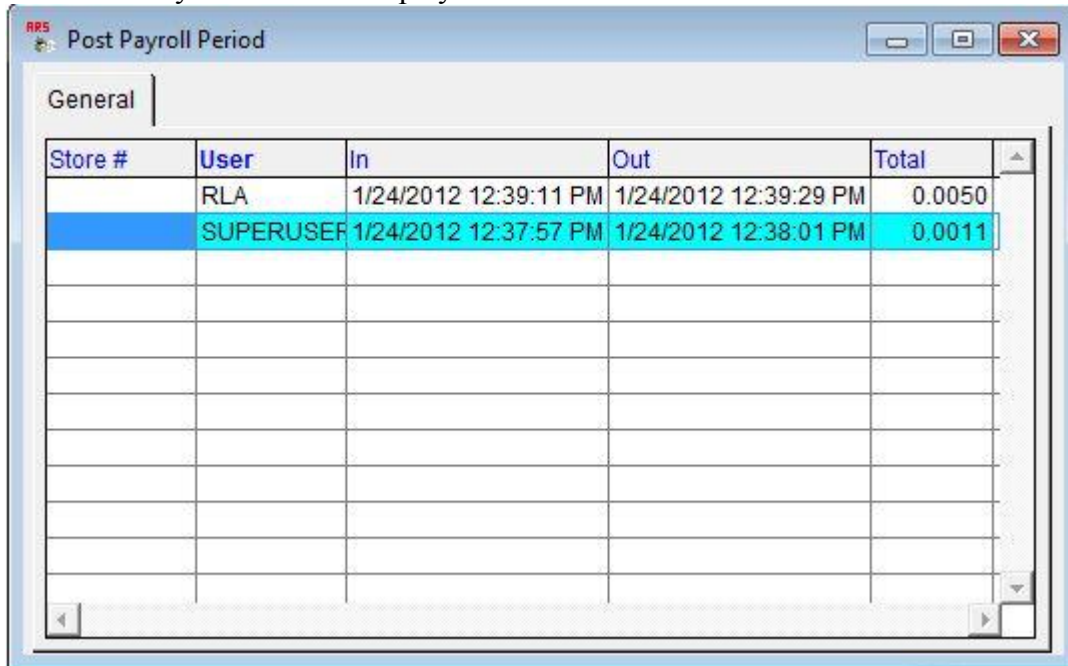
3. Enter the employee information
 - Continue until all employees are added, then click close to save.
 - The Employee section of TCAdmin is Employee information is managed for each store.
4. Click on the address tab and fill in the employees address.
5. Click on ADD.
6. To setup a password for the employee, they can log into TCAdmin with their username select Utilities>Change Password or one can be setup in Security under Utilites>Security.
 - Passwords are not required.

Processing Hours

At the end of the pay period an end of pay period process must be run. After payroll hours are processed, reports can be printed detailing employee hours.

Single Store Payroll Process

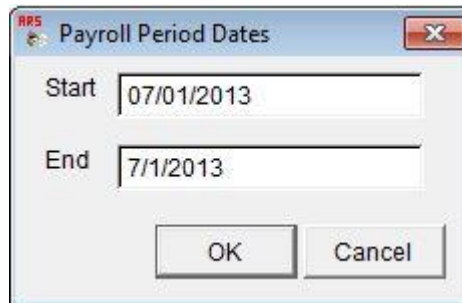
1. Select Process from the Menu Bar, and then select Post Payroll.
 - The Post Payroll Window displays:



The screenshot shows a window titled "Post Payroll Period" with a "General" tab. It contains a table with the following data:

Store #	User	In	Out	Total
	RLA	1/24/2012 12:39:11 PM	1/24/2012 12:39:29 PM	0.0050
	SUPERUSER	1/24/2012 12:37:57 PM	1/24/2012 12:38:01 PM	0.0011

2. Select PAY PERIOD from the Tool Bar.



The screenshot shows a dialog box titled "Payroll Period Dates" with two input fields: "Start" containing "07/01/2013" and "End" containing "7/1/2013". There are "OK" and "Cancel" buttons at the bottom.

- Enter the Start and End dates of the pay period to process.
3. Select PRINT from the Tool Bar to print the Posted Hours Report.
 4. Select POST from the Tool Bar to post payroll for the designated date ranges.
 - Do you want to post all of the hours shown? Select Yes
 - If the payroll hasn't been printed a message will display. "This payroll has not been printed yet, would you like to do this now? You can print posted hours at anytime by printing a History Report."
 - The hours have been posted.

Satellite Store Payroll Process

1. Select Process from the Menu Bar, then select Post Payroll.
 - The Post Payroll Window opens.
2. Select PAY PERIOD from the Tool Bar.
 - Enter the Start and End dates of the pay period to process.
3. Select PRINT from the Tool Bar to print a review report.
4. Select POST from the Tool Bar to post payroll for the designated date ranges.
 - Do you want to post all of the hours shown? Select Yes
 - If the payroll hasn't been printed a message will display. "This payroll has not been printed yet, would you like to do this now? You can print posted hours at anytime by printing a History Report."
 - The hours have been posted.
5. Select PRINT to print required reports.
 - Click on Export to Corporate
 - Click on OK.
6. From the Menu Bar, select Process.
 - Select Multistore Transfer.
 - The FTP program opens and transfers the hours to corporate.

Corporate Store Payroll Process

1. Select Process from the Menu Bar, then select Post Payroll.
 - The Post Payroll Window opens.
2. Select PAY PERIOD from the Tool Bar.
 - Enter the Start and End dates of the pay period to process.
3. Select PRINT from the Tool Bar to print a review report.
4. Select POST from the Tool Bar to post payroll for the designated date ranges.
 - Do you want to post all of the hours shown? Select Yes
 - If the payroll hasn't been printed a message will display. "This payroll has not been printed yet, would you like to do this now? You can print posted hours at anytime by printing a History Report."
 - The hours have been posted.
5. Select PRINT to print required reports.

Time Card

This option "punches" the user in and out of the ARSTime Card Application. Also allows the user to view their hours for the pay period.

Punch In

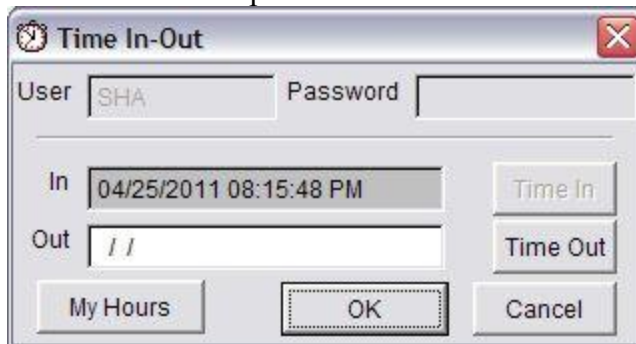


1. Double click on the TimeCard Icon
2. Enter Username.
3. Enter Password if available.



The screenshot shows a window titled "Time In-Out" with a close button (X) in the top right corner. It contains two input fields for "User" and "Password". Below these are two time input fields: "In" and "Out", both containing "://". To the right of the "In" field is a "Time In" button, and to the right of the "Out" field is a "Time Out" button. At the bottom are three buttons: "My Hours", "OK", and "Cancel". The "Time In" button is highlighted with a grey background.

4. The Time In button is highlighted.
 - This enters the current time as the punch in time.



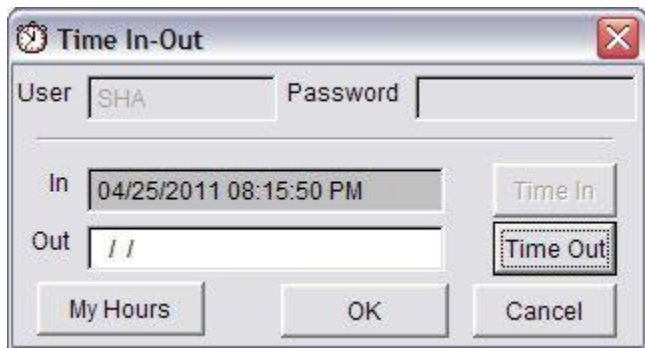
The screenshot shows the same "Time In-Out" window. The "User" field now contains "SHA" and the "Password" field is empty. The "In" field now contains the timestamp "04/25/2011 08:15:48 PM". The "Time In" button is no longer highlighted. The "OK" button at the bottom is now highlighted with a dotted border.

5. Click on the OK button. Time Clock closes automatically.

Punch Out



1. Double click on the TimeCard Icon
2. Enter Username.
3. Enter Password if available.



4. The Time Out button is highlighted.
 - This enters the current time as the punch out time.
5. Click on the OK button. Time Clock closes automatically.

User's Hours



1. Double click on the TimeCard Icon
2. Enter Username.
3. Enter Password if available.
4. Click on My Hours
 - The User's Hours window appears:

In	Out	Total
04/25/11 06:51:58 PM	04/25/11 08:52:13 PM	2.0042
04/26/11 08:52:33 AM	04/26/11 05:52:44 PM	9.0031
04/25/2011 08:15:50 PM	// : : AM	0.0000

Close

5. Click Close to exit the window.
6. Click Cancel to exit the Time Clock.