# Using Time Card Remote

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Note: This document refers to the Classic version of TimeCard Remote.

The Time Card Remote application allows you to collect punch in/punch out times outside your payroll program. When you process your payroll, all you have to do is import the Time Card Remote data into your payroll program.

When you installed your payroll program, the Installer installed two versions of Time Card Remote. Open the **Aatrix TimeCard ƒ** folder that is located in your **Aatrix Payroll ƒ** folder.
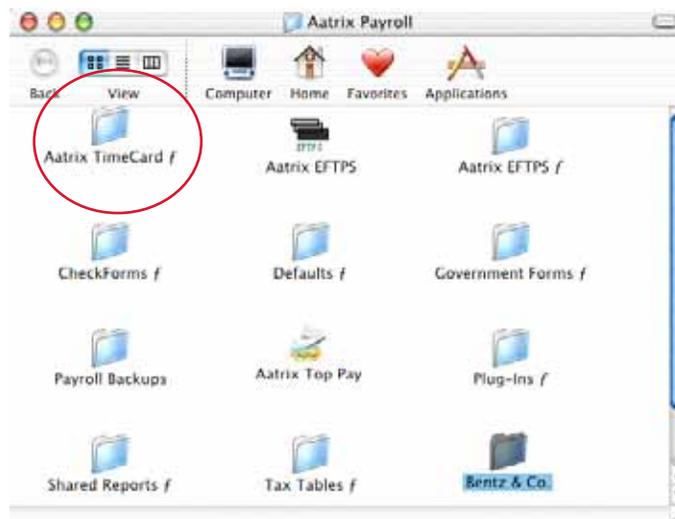
The Aatrix TimeCard ƒ folder contains a Sample TimeCard Sheet and Time Card Remote applications for a **68K** computer and a **PowerPC** computer. Which application you use depends on the type of computer you plan to run Time Card Remote on (i.e., 68K or PowerPC).


Note: At this time, Time Card Remote is not yet OSX native.

Before using Time Card Remote

Before you begin using Time Card Remote:

- **Open your computer's Date & Time Control Panel and set the Time Format to the 12 Hour setting.**

- **Open your payroll program and complete the following steps:**

  (1) Set the options in the **Time Card Preferences** to your needs. For example, hours are entered in a 12 hour (AM/PM) or 24 (0-23) format. For more information, refer to *Time Card preferences* in Chapter 2.

  (2) Make sure the option 'Default to employee hours from previous period' in **Employee Preferences** is NOT selected if you plan to use the Time Card hours for processing payroll. For more information, refer to *Employee preferences* in Chapter 2.

  (3) (Optional) If you want your employees to punch in/out with a specific ID number, it will save you time if you first set up these IDs in the **Personal Info** dialog in your payroll program. These ID Numbers are imported into Time Card Remote at the same time as the employee names are.

- **Open Time Card Remote and complete the following steps:**

  (1) Import your **employees** into Time Card Remote. For details, refer to "Importing Employee Lists into Time Card Remote" on page 1-3.

  (2) Review the **Preferences** options and set them as needed**.** For details, refer to "Setting up preferences in Time Card Remote" on page 1-6.

  (3) Review the **Time Settings** options and set them as needed**.** For details, refer to "Using the Time Settings in Time Card Remote" on page 1-9.

- **If you will be using Time Card Remote on a remote computer (i.e., a different computer than the one you process payroll on), complete the following steps:**

(1) Copy the **Aatrix TimeCard ƒ** folder to the remote computer.

(2) Open the **Date & Time** Control Panel on the computer you will be running Time Card Remote on and verify that the date and time settings are correct.

Importing Employee Lists into Time Card Remote

Importing your **Employee List**(s) will save you time in setting up Time Card Remote because your employee names and associated Social Security numbers and ID numbers (if any) are automatically inserted into a time sheet file.

Instruction Set 1–1: Importing an Employee List into Time Card Remote

Note: You only need to import an Employee List <u>one time</u>. If you need to add or de-lete employees, you can do so from within Time Card Remote.

1   Open the **Aatrix TimeCard ƒ** folder, then double-click the appropriate **Time Card Remote** application (68K or PPC).

2   Select **File** > **New**.
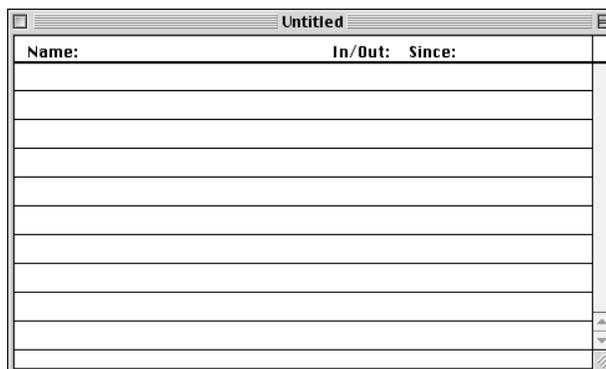
3   Select **Employees** > **Import List**.

4   In the **Getfile** dialog that appears, open the Employee List you want to to import. To do so:

   a. Click the **Desktop** button.

   b. Open your hard drive.

   c. Open your **Aatrix Payroll ƒ** folder.

   d. Open the **Employee Files ƒ** folder. (If you're using a multi-company program, open the company folder then the Employee Files ƒ folder.)

   e. Select the **Employee List** you want to import.

   f. Click **Open**.

5   When you click Open, the names of your employees are imported into the time sheet window.

Name:	In/Out:	Since:
Adams, Samuel J		9:46 AM
Anderson, John J		9:46 AM
Andrews, Mary M		9:46 AM
Bartz, Theodore S		9:46 AM
Blake, Lillith L		9:46 AM
Carlson, Carol M		9:46 AM
Carpenter, Pat H		9:46 AM
Crosby, Michael O		9:46 AM
Dahl, Perter R		9:46 AM
Dietz, Raymond R		9:46 AM

6   Select **File** > **Print**.

7   Referring to the printout, verify that the information associated with each employee is correct.

If needed, you can change or assign new employee ID Numbers by selecting **Employees** > **Edit List**.

8   Select **File** > **Save**.

9   In the **Save** dialog that appears, name and save your time sheet information. To do so:

> a. In the text box, enter a descriptive name for the time sheet file (e.g., Company Time Sheet).
>
> b. Click the **Desktop** button.
>
> c. Locate and open the **Aatrix TimeCard ƒ** folder.
>
> d. Click **Save**.

Time Card Remote is now setup with a time sheet file that contains your employee information.

Setting up preferences in Time Card Remote

The preference options that are available in the **Time Card Remote** affect how the Time Card Remote works. You can change these options whenever you want.

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Instruction Set 1–2: Setting up preferences in Time Card Remote

1   From within Time Card Remote, select **Edit** > **Preferences**.

2   A dialog will appear asking for you to enter the supervisor password.

> **Please enter the supervisor password:**
>
> [   ]
>
> [Cancel] [**OK**]
> (Clear or ESC key)
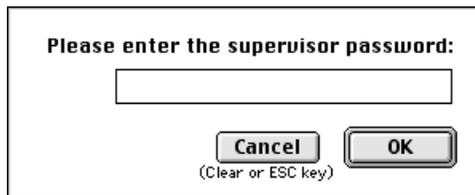
3   Enter the "default" supervisor password, which is **7467202**.

You can set up your own supervisor password once you are in the **Preferences** dialog.

4   Click **OK**.

5   Setup the preference options the way you want, then click **OK**.

Access on Remote

These options allow you to specify which menu commands you want available when Time Card Remote is running. Note that the **Preferences** command is always active but is only accessible with the correct password.

- Full Menus
  All menu commands are available.

- Limited Menus
  The **Export Hours** and **Delete Records** commands are available.

- Remote Only
  The **Export Hours** menu command is available. Select this option if you don't want your employees to have the ability to edit employee files or have access to the computer's Time and Date Control Panel.

LogIn/Out Using

These options allow you to specify how your employees will be punching in and out. With the **Mouse** option, employees punch in/out by using the mouse to click the **In or Out** button on the time sheet. With the **Keys** option, employees punch in/out using the keyboard to enter their access ID number.

Screen Saver

You can set the screen saver to display the current time or a unique message of your own. The screen saver will activate after the amount of time you specify (e.g., 5 minutes). If you wish to disable the screen saver option in Time Card Remote, select the **Disable Screen Saver** option.

Supervisor Password

Enter a Supervisor password. This password allows you to access the **Preferences** dialog. It also gives you the ability to use the Edit Sessions command to edit the punch in/out times of your employees.

Forced length of access ID

If the access ID number of all your employees is the same number of characters, click the checkbox and enter the number of characters contained in the access number. This eliminates a step in the punch in/out process because the program will know how many characters to expect when the employee is logging in/out.

Warn on sessions over

If you want your employees to be warned when the amount of time they have been logged in exceeds a specified number of hours, click this checkbox and enter the number of hours at which you want the employee to be warned. This feature is especially useful for those employees who may occasionally forget to log out.

If the amount of time an employee has been logged in exceeds the number of hours you specified in Preferences, the following dialog will appear when the employee enters his/her access ID number. If necessary, make the appropriate corrections in this dialog.
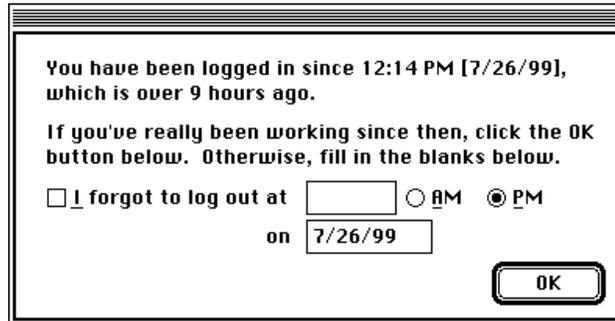
Shut computer off on Quit

If this option is selected and you choose **File** > **Quit**, the computer will automatically eject your Time Card Remote disk and display a message indicating that you can turn off your computer. This option should not be selected if you are running Time Card Remote on a computer that is not dedicated exclusively to Time Card Remote.

Using the Time Settings in Time Card Remote

You can further customize the way in which Time Card Remote handles your data (e.g., rounding times up or down) with the options available in the **Time Settings** dialog.

Instruction Set 1–3: Using the Time Settings in Time Card Remote

1 From within Time Card Remote, select **Edit** > **Time Settings**.

2 In the dialog that appears, enter your **supervisor password** (the password you set up in Preferences).

3 Click **OK**.
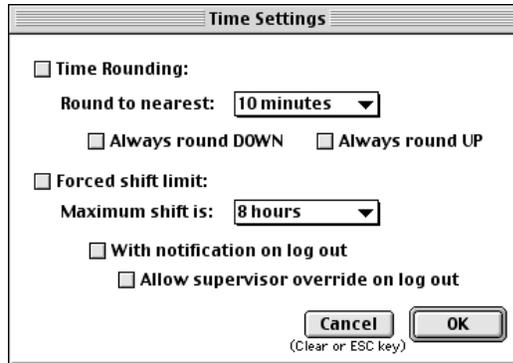
4 Setup the **Time Rounding** and **Forced shift limit** options the way you need them.

Time Rounding rounds log in times to the nearest 5,10, 15, 20, 30, or 60 minutes. You can have a forced shift limit of 30 minutes to 12 hours, which can be overridden by the supervisor.

5 Click **OK**.

Punching in/out with Time Card Remote

Time Card Remote provides alternative choices for punching in/out. Depending on how you set up the preferences, your employees can use the keyboard to punch in/out, the mouse to punch in/out, or both.

Instruction Set 1–4: Punching in/out with Time Card Remote

This instruction set is divided into two sections: Using the mouse to punch in/out and Using the keyboard to punch in/out.

Using the mouse to punch in/out:

1   Click the mouse on either the **In** or **Out** portion of the **In/Out** button.

Notice in the illustration below that Samuel J Adams is punching in by clicking the mouse pointer on the "**In**" portion of the **In/Out** button.

2   When the **In/Out** button is clicked, the time is recorded in the employee's time sheet records.

Using the keyboard to punch in/out:

1 Use the keyboard to enter the employee access ID number.

   The following dialog will appear after the first number has been pressed on the keyboard.

```
┌──────────────────── Keyboard Entry ────────────────────┐
│                                                        │
│  Enter access code:  [••                ]   [ Accept ] │
│                                                        │
│                                             [ Cancel ] │
│                                            (Clear or ESC key)│
│                                             [ Accept ] │
│                                                        │
└────────────────────────────────────────────────────────┘
```
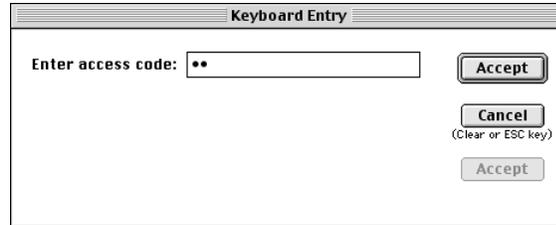
Note: The above dialog is bypassed if, in Preferences, you forced the length of the access number to a designated number of characters.

2 After the complete access code number has been entered, press the enter or return key of the keyboard (or click the **Accept** button).

   To Cancel this dialog, press the ESC" key on the keyboard or click **Cancel**.

3 A dialog such as the following will appear after an access number is accepted (or the designated number of characters has been entered).

```
┌──────────────────── Keyboard Entry ────────────────────┐
│                                                        │
│               OUT              [ Accept ]              │
│                                                        │
│   You are Adams, Samuel J      [ Cancel ]              │
│   and you are logging out.    (Clear or ESC key)       │
│   and the time is   7:42:11 PM  [ Accept ]             │
│          on   Wednesday, December 19, 2002             │
│                                                        │
└────────────────────────────────────────────────────────┘
```
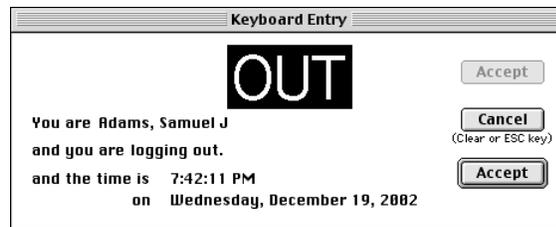
4 If the information is correct, press the enter or return key on the keyboard (or click **Accept**).

   The time that this employee punched in/out will be recorded in the time sheet records.

Exporting/dumping Time Card Remote data

Before processing payroll, you will need to export your employee punch in/out times *out* of Time Card Remote, and then dump this data *into* your payroll program. The following instructions will guide you through the entire procedure of "exporting then dumping" your employee hours.

Instruction Set 1–5: Exporting/dumping Time Card Remote data

1. From within Time Card Remote, select **Employees** > **Export Hours**.
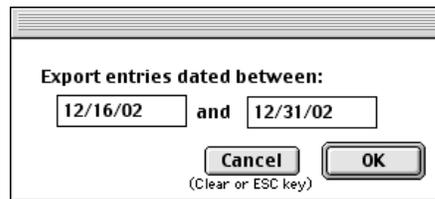
2. Enter the date range of the in/out data you want to export.

3. Click **OK**.

4. A **Save as** dialog will appear allowing you to save the time records export file.
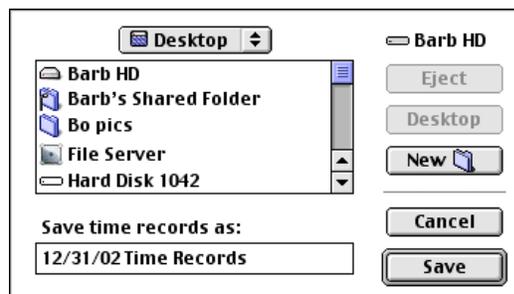
5. From the pop-up menu, select the location where you want to save the export file (e.g., floppy disk, network, Desktop).

6 In the **Save As** text box, enter a descriptive title for the time records export file (e.g., 12/31/02 Time Records).

7 Click the **Save** button.

8 If you use Time Card Remote on a remote computer, you will need to transfer the export file over to the computer containing your payroll program. Two options are described below:

- Network
  If your remote computer and the computer containing your payroll program are connected to a network, you can copy the export file from one computer to the other. If necessary, refer to your computer's network manual.

- Floppy disks
  If you saved the export file to a floppy disk, insert it into the disk drive of the computer that contains your payroll program.

9 Dump the exported time records into your payroll program. To do so:

    a. Start your payroll program.

    b. Select **Utilities** > **Time Card Remote**.

    c. A **Getfile** dialog will appear allowing you to locate and open your time records export file.

The payroll program "grabs" the information in this file and "dumps" it into all the appropriate employee time sheets as "Regular Pay".

10 Now when are ready to process payroll, refer to

Editing Employee Lists in Time Card Remote

Occasionally you may find that you need to add, modify, or delete the employees on your remote Time Card employee lists.

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Instruction Set 1–6: Editing an Employee List in Time Card Remote

1   Select **Employees** > **Edit List**.
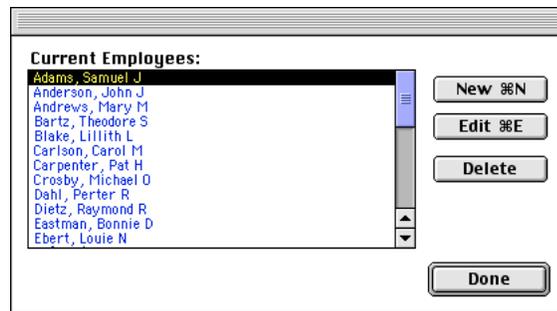
*Note: If the **Edit List** command in the **Employees** menu is not active, you can enable it by selecting the **Full Menus** option in the **Preferences** dialog.*

2   Select an employee.

3   Depending on what you need to do, click either the **New**, **Edit,** or **Delete** button.

Edit

Clicking **Edit** allows you to modify the selected employee's information.
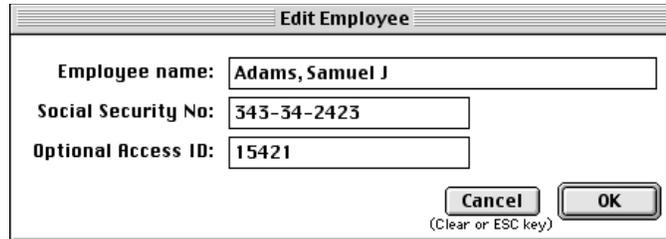
Delete

Clicking **Delete** removes the employee's name from the time sheet.

New

Clicking **New** brings up the following dialog.
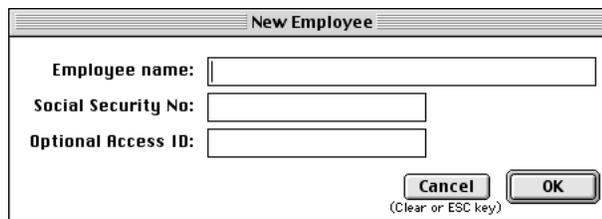
Enter the new employee's information in the appropriate fields.

- Employee Name
  Enter the Employee Name with the last name first, followed by the first name, then middle name or initial (e.g. Smith, Ming L).

- Social Security No.
  The employee's **Social Security Number** must be entered *exactly* like it is entered in the payroll program. Entering the SSN correctly is very important because the program matches the SSN you enter here with what is entered in your payroll program when you dump the hours into your payroll program.

- Optional Access ID
(Optional) Enter an Access ID number for this employee (i.e., the number the employee will use when punching in/out). You *must* enter an access ID number if you are requiring your employees to punch in/ out only using a keyboard.

Editing employee hours in Time Card Remote

Occasionally you may find that you need to edit or delete the punch in and/ or punch out times of an employee (e.g., employee forgot to punch out, or employee accidentally logged in for someone else).

Instruction Set 1–7: Editing an employee's hours in Time Card Remote

1   Select **Employees** > **Edit Sessions**.

2   In the dialog that appears, enter your Supervisor password (the one you set up in **Preferences**).

3   Click **OK** to continue.
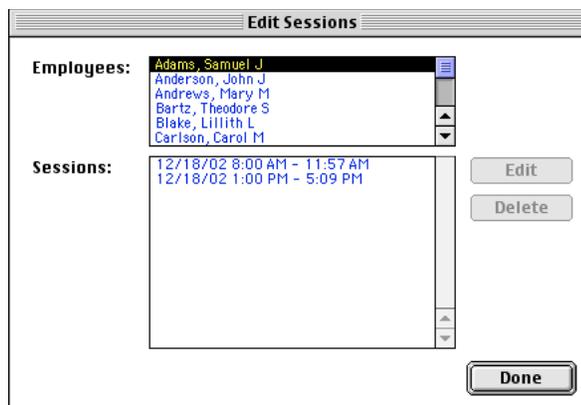
4   From the **Employees** list, select the employee whose data you need to edit or delete.

5   From the **Sessions** list, select the session you need to edit or delete.

6   Depending on what you need to do, click either the Edit or Delete button.

Delete
If you click **Delete**, the session will be removed from the selected employee's time sheet.

Edit
Clicking **Edit** brings up the following dialog.

Make the changes you need, then click **OK** to return to the Edit Sessions dialog.

7   When you have finished editing the session(s), click **Done** to return to the time sheet window.

Other Tasks

This section includes the following information:

- Importing Time Card hours into payroll

- Printing time cards

- Time Card Reports

Importing Time Card hours into payroll

When you process payroll, you'll find that importing the individual employee's Time Card hours is an easy process. Please read through the following instructions *before* you begin.

Instruction Set 1–8: Importing Time Card hours into payroll

*The Import Time Card feature will not work correctly if the "***Default to employee hours from previous period***" option is selected in Employee Preferences. Before continuing, verify that this option is not selected.*

1   In the **Process Payroll** tab window, select an employee from your Employee List.

2   Select **File** > **Import Time Card Hours**.

3   Set the date range for the hours you want to import.

4   Click the **Import** button.

The specified Time Card hours will be imported and assigned to the appropriate income items of the selected employee's paysheet. If the Time Card

entries are time formatted to Minutes, the program automatically converts the minutes to fractions of hours in hundredths. This happens because the payroll program only handles fractions of hours in hundredth.

> *If you change the number of hours in the* **Process Payroll** *window, the hours in the employee time sheet do not change accordingly.*

Printing time cards

A feature called the Time Card Printer can be used to print time cards. These time cards include your employee's names and identification numbers.

You have a choice of three different time card formats which can be printed on plain paper or card stock that is available from Aatrix Software. You can then use these time cards to either manually enter the times or for machine time clocks.

Instruction Set 1–9: Printing a time card

1   In your payroll program, select **Utilities** > **Time Card Printer**.
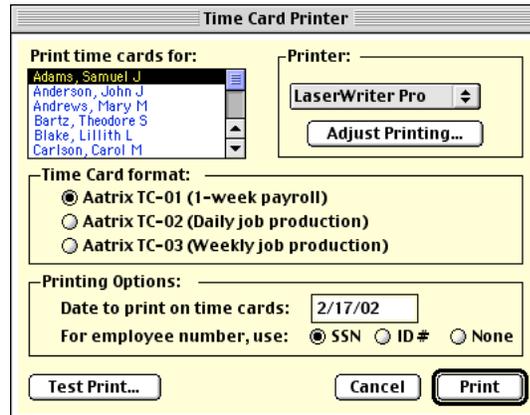
2   From the **Print time cards for** list, select the names of the employees whose time cards you wish to print.

3   From the **Printer** pop-up menu, select the type of printer on which you will be printing time cards.

If your printer type is not listed in the **Printer** pop-up menu, select the **Adjust Printing** option.

4   From the **Time Card Format** options, click the button that represents the type of time card you want to print.

5   Set up the time card **Printing Options**.

Date to print on time cards
Enter a date to print on the time cards. If you don't want a date printed on your time cards, leave the text box blank.

For employee number, use

Depending on which type of number you want printed on the time cards, click either the **Social Security Number** or **ID#** radio button. Select the **None** option if you don't want any type of employee number printed on the time cards.

6   Click the **Prin**t or **Test Print** button.

Print

Click the **Print** button if you have already tested your printing settings and your time cards print out correctly on your printer. The standard Macintosh print dialog will appear allowing you to print out your time cards.

Test Print

Test printing allows you to print a blank sample time card to determine whether any adjustments need to be made to your printing settings. If, after printing out a sample time card, you find that some printing adjustments are needed, refer to the following section. Continue test printing until your time cards looks the way you want.

Adjusting time card printing settings

If the time cards are not printing out correctly on your printer, click the **Adjust Printing** button.
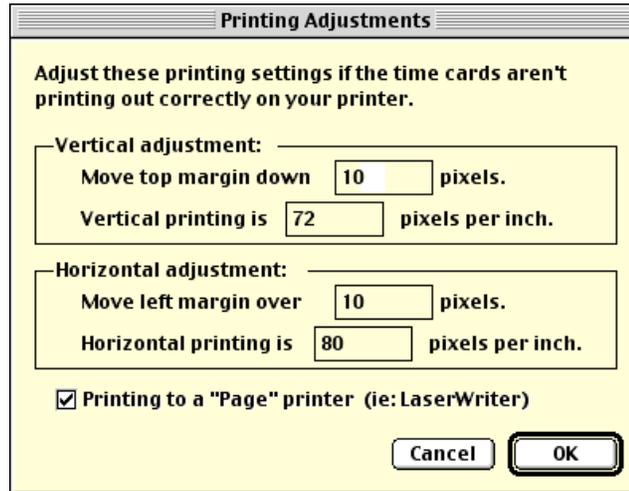
Use the **Printing Adjustments** dialog to adjust the printing settings of the top and left margins of your time cards. For example, if your printer requires you to "center" feed time card stock, you could move the left margin over by the number of appropriate pixels.

If you are printing to a page feed printer, such as a LaserWriter, click the **Printing to a "Page" printer** checkbox.

Note: If you select one of the available printers in the **Printer** *pop-up menu (e.g., Style Writer, LaserWriter Pro), and you alter the settings in the* **Printing Adjustments** *dialog, the program will automatically change your selection in the* **Printer** *pop-up menu to the* **Custom Settings** *option.*

Time Card reports

Pre-designed reports have been created for your Time Card data. Refer to the Time Card Reports in Appendix B of the User Manual.