

Club Office TimeClock



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Overview

The TimeClock module is an optional add-on to Club Office. It provides employee punch in/out time tracking functionality, an easy-to-use employee interface, and extends the capability of the Club Office employee and payroll system. The module runs on a standard Windows XP computer in a networked environment. Multiple TimeClock computers can run simultaneously on the same network. To ensure uniform time in/time out reporting all TimeClock workstations share a central database normally stored in the CDCO folder on the main Club Office computer. The main TimeClock employee punch in/out display is a perfect match for a touch screen monitor although a mouse works well, too. An optional receipt printer at the workstation can provide quick printouts of various punch information for employees. A keyboard and mouse is required at TimeClock workstations where the manager functions will be used. An uninterruptible power supply is a good idea in areas where electrical power control is inconsistent.

Relationship to Club Office Accounting

TimeClock integrates into Club Office via the employee, payroll and configuration modules. TimeClock allows employees to punch themselves in and out, tracking hours to related jobs. It also provides managers with the ability to adjust the punch times and/or hours as may be appropriate for employees who forget to punch either in or out, or reallocate hours to overtime, holiday, sick or vacation categories. TimeClock eliminates the vast majority of time calculation that's required when using manual time cards when TimeClock punch records are imported into Club Office payroll via the TimeClock Import module (tcimport.exe). TimeClock Also interfaces seamlessly into SQLPos Point-of Sale as one of the SQLPos function buttons.

Installation Overview

Adding TimeClock to an existing Club Office system is easy to do. Briefly, the basic steps are as follows; full step-by-step details are included later in this document.

1. Make sure your Club Office software is up-to-date.
2. Make appropriate network connections to the main Club Office computer from the desired computer that will serve as the TimeClock workstation.
3. Install the TimeClock software on the TimeClock workstation.
4. Run the Node Manager module on the TimeClock workstation to test and finish the connection from the workstation to Club Office.
5. Start Club Office; it will automatically enter a database update mode. Finish the database update and close the module.
6. Use the Employee module to assign personal passwords to all employees who will use the TimeClock.
7. Configure special TimeClock options in Club Office payroll configuration and payroll setup wizard, as well as in the TimeClock module itself.
8. Now the TimeClock module is ready to use.

Recommended Equipment

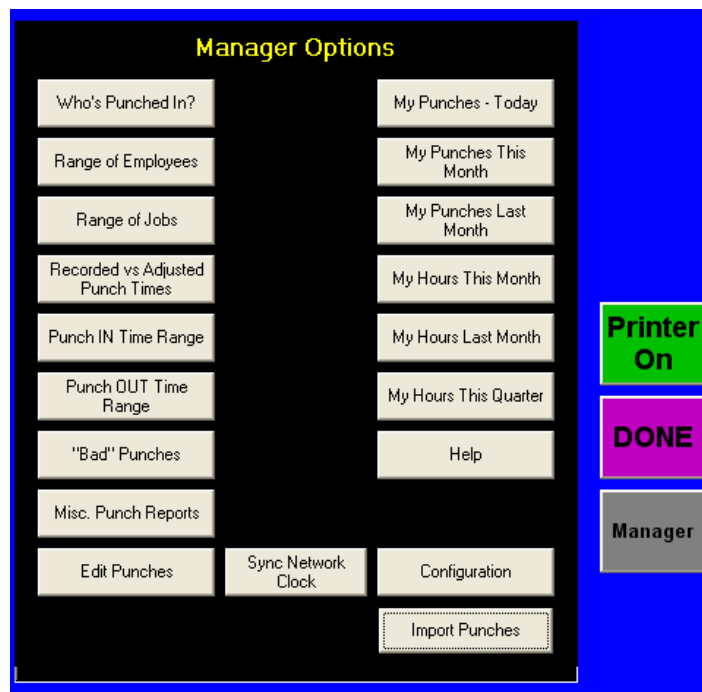
- Standard network-capable PC computer. TimeClock is not a standalone application.
- 1-GHZ or faster processor.
- 256mb RAM (minimum). 512mb RAM is recommended.
- Windows XP (Home or Professional).
- Windows-compatible report printer (ink jet or laser). A networked printer can be used.
- A touch screen monitor is preferred but a standard monitor and mouse work well, too.
- An optional Star or Epson receipt printer for convenient employee "quick print" reports.
- An optional uninterruptible power supply.

Configuring TimeClock

1. Start TimeClock and log in with your ID# and password. While it is not necessary to punch in or out, a manager level password will cause the gray manager button to appear on the bottom right of the screen:



2. Select the manager button to display the manager options panel. A manager needn't actually punch in to use the manager functions.



3. Select the **Configuration** button. A special manager password is required to access the TimeClock configuration panel. (The default password is **mgr** but it may be changed at the main Club Office Payroll Configuration screen.)

- **Pay period END date:** This is recalled from the main Club Office payroll configuration screen. It's a setting that's displayed here for information purposes but should only be changed at the main payroll configuration screen.
- **Shift limit (1-24 hours):** This is the maximum amount of time an employee's punch record can be before the system considers it to be a "bad punch." The shift limit helps identify problems such as employees who forget to punch out or punch out deliberately late to pad their hours. "Bad" punches are highlighted in red when the manager reviews punches prior to approval; they must be approved manually. Setting the shift limit value too low will likely cause more punches to be edited prior to approval yet setting the value too high can allow employee hour padding to sneak through. Setting the limit to zero disabled the feature altogether. The entry can be in whole or partial hours, such as 1.5 (90 minutes).
- **Punch IN rounding:** This is the number of minutes to which the system should round a punch when an employee punches in. For example, if the punch IN rounding value is set to 5, if an employee punches in at 7:53, the system will log the actual punch time as 7:55. Available values are 0, 1, 2, 3, 4, 5, 6, 10, 12, 15, 20 and 30 minutes.
- **Punch OUT rounding:** Similar to punch IN rounding only it applies to the punch OUT time. The same values are available.
- **Receipt printer:** This is the printer ordinal number that Windows uses to talk to the receipt printer. Click on the field to display a list of installed printers; select the desired printer from the list. If no receipt printer is installed, select the No Printer option. Note that this setting is computer-specific and has no material affect on which printer is the report printer.
- **Receipt printer type:** Type zero if the receipt printer is a Star, type 1 for an Epson.
- **Edit reasons #1-6:** When editing an employee's punch record, a reason for the edit is also required. A reason can be a manually-typed entry of up to 20 characters, but

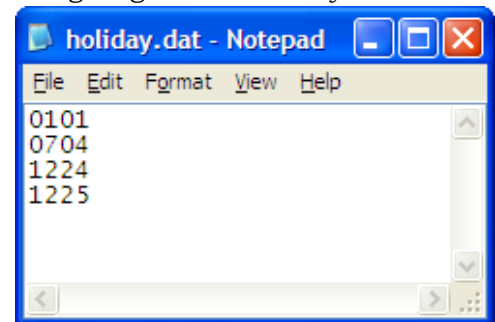
the edit reasons # 1-6 settings provide a way to pre-determine six reasons that can be selected by simply clicking a button.

- **Work Week Start Day:** This is the first day of your “work week.” Sunday = 1, Monday = 2, Wednesday = 3, Thursday = 4, Friday = 5, Saturday = 6. Type a zero to cause TimeClock to ignore the work week and track straight time without automatically calculate overtime.
- **This unit is a “remote” TimeClock:** check the box if the system is a standalone unit and NOT directly connected to the main Club Office system.
- Click SAVE to save the settings; exit to close the configuration panel.

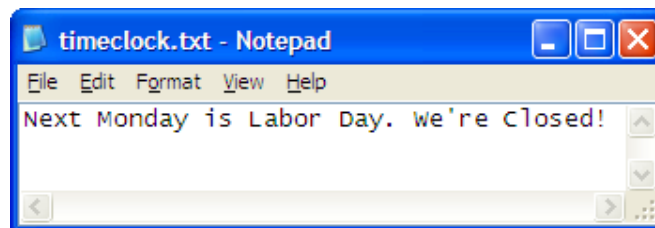
Other user-defined custom configuration options:

Pre-set holidays: you can define a list of holidays and TimeClock will automatically allocate earned hours to the holiday category instead of to regular hours. When TimeClock is started up or when it senses a new day has begun, TimeClock scans for a file named HOLIDAY.DAT that resides in the main Club Office data area (usually CDCO). It’s a simple ASCII text file that has the month and day in the format MMDD, with each line representing the holiday to observe. The file can be created and maintained using Windows Notepad or any standard text editor. **Important:** the HOLIDAY.DAT file is not dynamic, which means that you must enter the actual day as MMDD and not the word such as “Memorial Day,” “Thanksgiving” or “Labor Day.”

While some holidays are consistent from year to year (New Year’s day, 4th of July, etc.) most of the other holidays either move around or are celebrated on different days, meaning that the data file must be reviewed annually and the dates changed to coincide with the current year’s calendar. Here is a sample of what the HOLIDAY.DAT file would contain for known holidays that don’t change from year to year. To it you could add the other MMDD dates that you observe where employees are given holiday pay.



Manager message: Another feature is a user-defined message that all TimeClock modules can display on the employee keypad. Every five minutes, TimeClock scans for a simple ASCII text file named TIMECLOCK.TXT that you can use to provide periodic reminders or other information to your employees. The screen can display approximately 75-90 characters, depending on whether the text is all in UPPER case or in Upper/Lower case. Messages that are too long are truncated to what will fit in the box, so some experimentation may be necessary if your messages are long. Like the HOLIDAY.DAT file, the TIMECLOCK.TXT file can be created and edited with Windows Notepad or any ASCII text editor, and it must reside in the main Club Office data area.



Club Office Configuration Issues for TimeClock

Because TimeClock is so tightly integrated into Club Office, there are some additional considerations inside Club Office that must be addressed.

Payroll Configuration

Adding TimeClock to a Club Office system activates a few fields in the main Payroll Configuration screen.

Field	Value
Access - Inquire Names ONLY:	0
Access - Inquire Financials:	0
Access - Edit/Update:	0
Access - Issue Checks:	0
Access - Close Quarter:	0
Access - Close Year:	0
Payroll periods per year (12, 24, 26, 52)	26
Overtime threshold (hrs/pay period)	80
Overtime multiplier (see help)	1.5
Holiday regular multiplier (see help)	1.25
Holiday overtime multiplier (1.5, etc.)	2
Vacation accrual by Calendar/Hire date	C
Sick pay regular multiplier (see help)	0.85
Sick pay accrual by Calendar/Hire date	C
Federal U/C % (.01 = 1%, .008 = .8%)	0.008
Federal U/C Maximum \$	7000
State U/C % (.01 = 1%, .008 = .8%, etc.)	0.015
State U/C Maximum \$	19000
Federal FICA wage base limit \$	97500
FICA tax rate % (6.2% = .062)	0.062
Medicare tax rate % (1.45% = .0145)	0.045
Last payroll finish time stamp	20081120@07:56:42
Next payroll ending date	20081203
G/L Acct: P/R bank acct (cash)	1010.000
G/L Acct: P/R Fed U/C	2261.000
G/L Acct: P/R FICA (Liability)	2260.000
G/L Acct: P/R employee meals	1055.000
G/L Acct: P/R meals tax offset	1055.000
G/L Acct: State U/C	2263.000
G/L Acct: Earned Income Credit	2259.000
G/L Acct: Medicare (Liability)	2264.000
Local Tax % (.05 = 5%)	0
G/L Acct: Local tax	1055.000
Locality name (7 chars)	
Payroll Accrual Liability G/L	2265
Automatically calculate overtime	<input type="checkbox"/>
Use PostNet bar code? (Y/N)	Y
TClock-Shift Limit	24
TClock-Punch IN Rounding	0
TClock-Punch OUT Rounding	0
TClock-Mgr Password	****
TClock Workweek start day	1
Service Charge Bypass (keying)	<input type="checkbox"/>

- **TClock Shift Limit:** Coincides with the shift limit configuration option inside TimeClock.
- **TClock Punch IN Rounding:** Same.
- **TClock Punch OUT Rounding:** Same.
- **TClock Mgr Password:** This is the only place this can be configured. This is a text password of up to 10 characters that is required in TimeClock to access the TimeClock configuration screen. The default is **mgr**.
- **TClock Workweek start day:** This is the first day of your “work week.” Sunday = 1, Monday = 2, Wednesday = 3, Thursday = 4, Friday = 5, Saturday = 6.

Payroll Wizard – Jobs Configuration

Start the payroll wizard via the main Club Office pyramid menu (Utilities – Wizards – Payroll Setup). Two job-specific settings affect TimeClock performance: break time and break time reduction:

The screenshot shows the 'Admin @ Employee Setup Wizard' window. The 'Employee Jobs' section is active, showing a list of jobs and a grid of settings for the selected job, 'Kitchen Staff' (Job Code 101). The 'Break Time (hrs)' and 'Break Reduction (hrs)' fields are circled in red.

Code	Description
101	Kitchen Staff
201	Grounds Dept Staff
301	Pro Shop Staff
401	Office Staff

Fica W/H	2260.000	Other pay	5060.000	Break Time (hrs)	8.50
Federal W/H	2260.000	Gratuities	5060.000	Break Reduction (hrs)	.50
State W/H	2262.000	Meals	1055.000		
Local W/H	1055.000	Def Comp	1055.000		
Medicare W/H	2264.000	Insurance	1055.000		
Regular \$	5060.000	E-I-Credit	1055.000		
Reg O/T \$	5060.000	Federal U/C	2261.000		
Holiday \$	5060.000	State U/C	2263.000		
Holiday O/T \$	5060.000	Var deduc	1055.000		
Vacation \$	5060.000	Fica Exp	5085.000		
Sick \$	5060.000	Medicare Exp	5085.000		

W Click anywhere along a line in the grid window to select that job. Once selected, it may be edited in the boxes and the changes saved by clicking the SAVE button. To add a new job, click the NEW button, type the requested entries and click SAVE.

Break Time (hrs): This is the number of hours that an employee has to work before a break time reduction is applied to his/her punch record. If an employee works less than this value, the break time reduction is not applied to the record. This is a decimal entry. For example, 8-1/2 hours is entered as 8.5.

Break time reduction (hrs): If an employee's punch record exceeds the break time threshold, this is the amount of time in hours to deduct from the employee's time for that punch record.

Important: The setting is *job-specific*. You must set both items for *each* job.

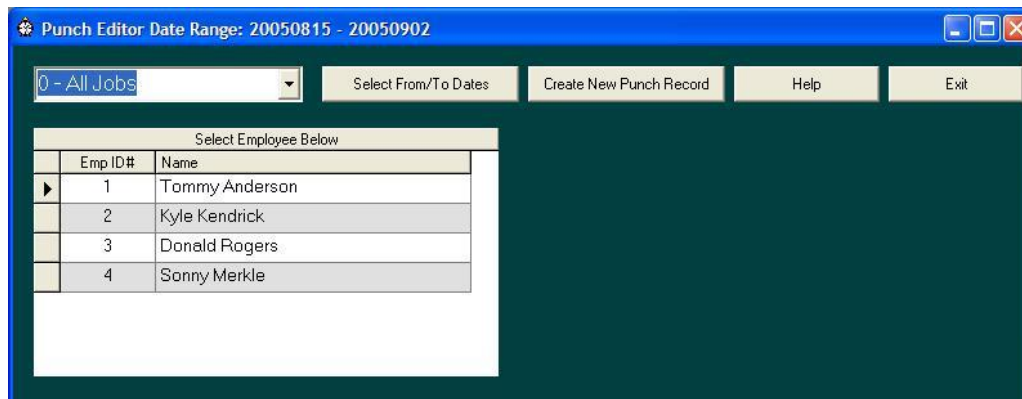
Approving a Punch Record

Before a record can be imported into the Club Office payroll module, it must be approved by a manager. Approving punches is akin to signing an employee's timecard prior to entering the hourly data into a payroll system. In TimeClock, individual as well as all punches for each employee can be performed, making this an exacting yet efficient task.

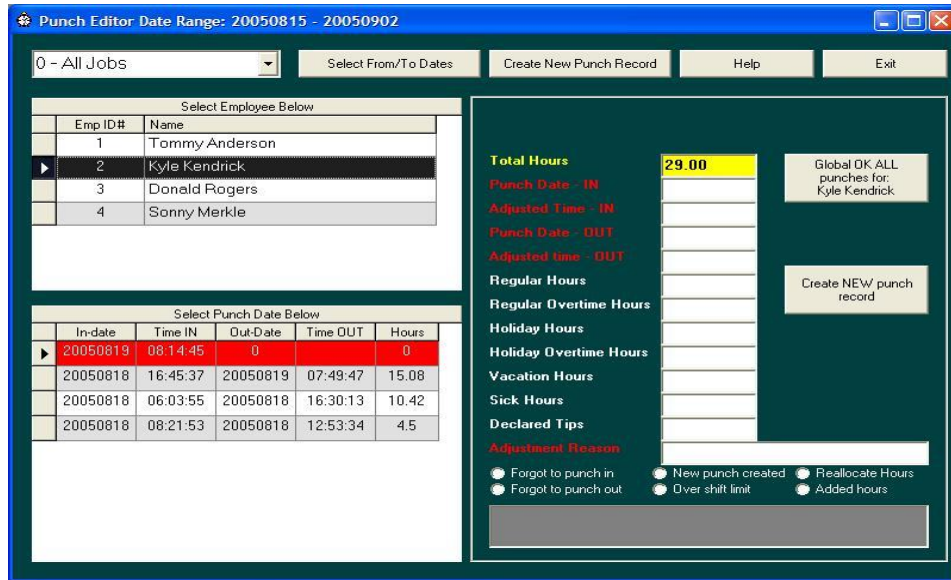
1. Start the TimeClock module, log in and select the Manager Options button.
2. Select the Edit Punch button to display the editor. You will be asked to type the range of dates between which to recall data. The range of dates marks the from and to dates of the current payroll period. When both have been entered, the punch editor will display.
3. Click on the first box to display the list of available lookup selections. Selecting All Jobs displays all employees for all jobs. Otherwise, you may select one job at a time and approve employee punches by job category. (Different work areas may be managed by different managers; selecting by job category makes it easy for each manager to approve only their own employee records.



When a job has been selected, the employees who have punch records that fit that job will be displayed in their own list. In the example below, the user has selected ALL jobs. This selects all employees who have active punches for ANY job.

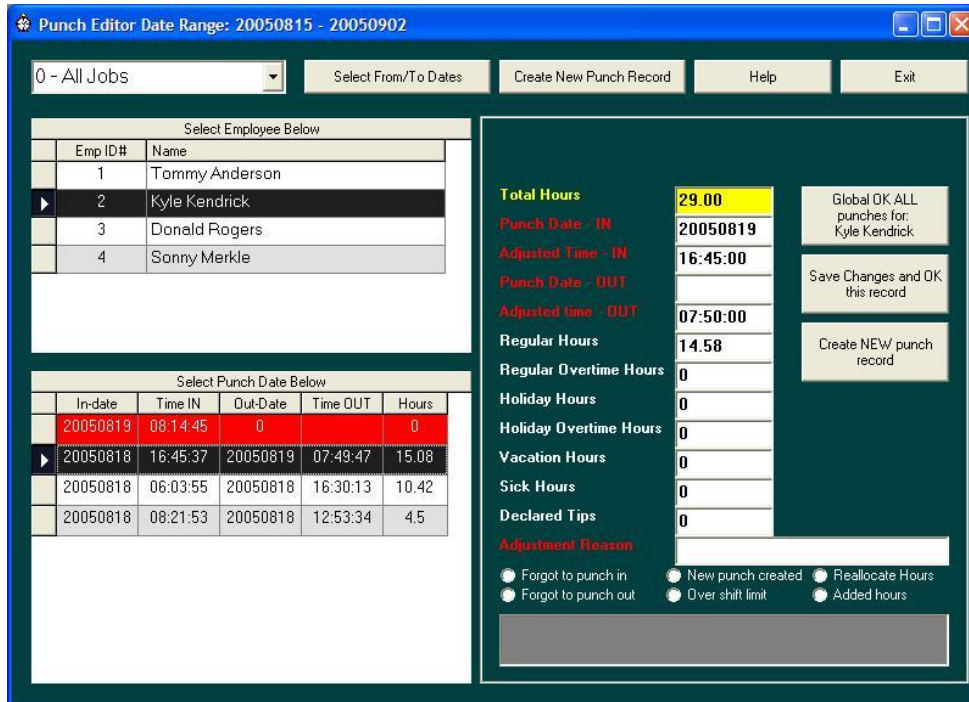


- Select the desired employee in the list to display the employee's punches on the bottom left of the screen.



Records that appear in red background are “bad” or incomplete punches and may require attention. In the “red” example above, the user has punched in but not out. “Bad” punches cannot be approved until they’ve been edited so that they’re valid. (Editing a punch record is covered later.) The total of all hours worked (or worked by selected job) will be displayed at the top of the column on the right side of the screen in the “total hours” box.

- To approve all punches, select the “Global OK ALL punches” button. To edit or approve an individual punch record, select the individual punch record in the list of punches by clicking on it. The punch information appears in the boxes on the right.



Time OUT	Hours
	0
07:49:7	15.08
16:30:13	10.42
12:53:34	4.5

Punch Date - OUT	
Adjusted time - OUT	07:50:00
Regular Hours	14.58
Regular Overtime Hours	0
Holiday Hours	0
Holiday Overtime Hours	0
Vacation Hours	0
Sick Hours	0
Declared Tips	0

- In the above example, the manager has selected the 2nd record on the list. Note that the regular hours value displayed on the right side of the screen is different than the hours column in the list and that the difference is exactly .5 hours (30 minutes). The difference is because the employee's job has been defined to include a 30-minute break which is automatically deducted from the total employee time. (Setting up a job's configuration is made in the Club Office payroll setup wizard.) To approve this punch record, select the "Save Changes and OK this record" button. The entry on the list will then be displayed on a green background.
- Repeat the process for each employee. Of course, be sure to edit "bad" punch records so that they can be approved, too (see next section).

Editing a Punch Record

Changing a punch record is easy to do. Begin by recalling the punch record as you normally would. Any record may be edited (until it has been imported into the payroll system) including “good” punches as well as “bad” punches. “Regular hours” can be reallocated to holiday, overtime, vacation or sick hours, additional hours can be given an employee and declared tips can be recorded. The process of editing a record is easy:

1. Recall the punch record to the screen.
2. Change the fields of information as required.
3. Select a reason for the change from the available choices at the bottom of the screen.
4. Click “Save Changes and OK this record.”

CAUTION: Reallocating hours from one category to another involves zeroing the original category and typing the hour value into the other category. If you don't zero the original but merely type the hour value into the other one, you'll actually be awarding EXTRA hours when the record is imported into the payroll system.

TimeClock calculates and displays hours as “regular hours.” Therefore, if you wish to manually record hours worked on a July 4th holiday for example, you would type the number of hours into the holiday hours box and zero the regular hours box for the July 4th punch record. (Note: TimeClock includes the capability to pre-define a list of days that are ‘holidays’ and the system will then automatically allocate the regular hours to holiday hours instead. See the “Other user-defined custom configuration options” section in this operation manual for more information.)

Creating a NEW Punch Record

Many situations can arise that make it necessary for a manager to create a punch record for an employee. For example, if the employee completely forgets to punch in on a given day, or perhaps the employee has already punched out for the day and fills in for another employee on an immediate emergency basis and forgets to punch in again. In other cases, maybe the employee who works in multiple jobs punched in and out for the wrong job at the wrong pay rate. Or maybe the manager just wants to record the employee's declared tips separately.

1. Log into the manager options panel, then open the edit punches screen.
2. Select "Create new punch record." The editor screen display changes to the following:

Select Employee [v] Select Employee's Job [v]

Total Hours []

Punch Date - IN 20050815

Adjusted Time - IN []

Punch Date - OUT 20050815

Adjusted time - OUT []

Regular Hours []

Regular Overtime Hours []

Holiday Hours []

Holiday Overtime Hours []

Vacation Hours []

Sick Hours []

Declared Tips []

Adjustment Reason

Forgot to punch in New punch created Reallocate Hours

Forgot to punch out Over shift limit Added hours

Create NEW punch record

SAVE new punch record

CANCEL new punch record

3. Click on the "select employee" box to display a list of employees; select the desired employee from the list.

Select Employee [v] Select Employee's Job [v]

1 - Tommy Anderson

2 - Kyle Kendrick

4 - Sonny Merkle

3 - Donald Rogers

Total Hours []

Punch Date - IN 20050815

Adjusted Time - IN []

Punch Date - OUT 20050815

Adjusted time - OUT []

Regular Hours []

Regular Overtime Hours []

Holiday Hours []

Holiday Overtime Hours []

Vacation Hours []

Sick Hours []

Declared Tips []

Adjustment Reason

Forgot to punch in New punch created Reallocate Hours

Forgot to punch out Over shift limit Added hours

Create NEW punch record

SAVE new punch record

CANCEL new punch record

- Next, select the appropriate job for this employee. Only jobs that the employee is assigned to work are available. (Note: employees are linked to jobs at the individual employee's detail screen.)

- Note that the IN and OUT dates are already preset with the current date, but you can override this if you wish the date to be different. Dates are entered in YYYYMMDD format although entering only MMDD and pressing ENTER will allow TimeClock to fill in the year automatically.
- Time is normally displayed as HH:MM:SS for hours, minutes and seconds, but you can enter HHMM (such as 1030) and TimeClock will automatically format it to 10:30:00. Remember that TimeClock uses the standard 24-hour clock so that 2:00 p.m. is entered as 1400, which the system will reformat to 14:00:00. (Hint: Use military language! 1400 is the same as “fourteen-hundred hours!”)
- When you enter the time, the system will automatically calculate the correct hours and insert the value into the “regular hours” box. Once it’s there, you can easily reallocate the value to other categories (holiday, vacation, sick, etc.)
- It’s a requirement that manager-added records have a reason. You can either select a reason from those provided at the bottom of the screen or type your own free-form reason into the box provided.
- When done, be sure to click the “SAVE new punch record” button. To cancel the new record, click the “CANCEL new punch record” button.
- By default, punch records that are manager-added are automatically considered as “approved” when they are saved. Once saved, they have exactly the same status to the system as employee-created punch records.

Printing Reports

TimeClock displays basic report information in the “quick view” report box on the left side of the screen. The same information can be printed to a local receipt printer, if installed. More formal and detailed reports can be printed to a local or networked report printer.

The manager options panel doubles as the report selection screen. When a manager accesses the manager screen, the following reports are available. The reports on the left side of the screen have various selectable options (by date range, by job range, by employee range, or combinations of these options) while the reports on the right side of the screen are specific to the employee who is currently logged in. (When an employee selects the REPORT button, only the right column is displayed and the manager reports are not available.)

The manager-only reports can be printed either to a local receipt printer or a report printer.

Click the MISC PUNCH REPORTS button to display the special date-range options at the bottom of the manager panel.

Who's Punched In?	My Punches - Today
Range of Employees	My Punches This Month
Range of Jobs	My Punches Last Month
Recorded vs Adjusted Punch Times	My Hours This Month
Punch IN Time Range	My Hours Last Month
Punch OUT Time Range	My Hours This Quarter
"Bad" Punches	Help
<p>Misc Punch Reports by Date Range</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> All Punches <input type="radio"/> Approved punches only <input type="radio"/> Not-approved punches only <input type="radio"/> Adjusted punches only <input type="radio"/> "Bad" punches only 	
	<p>From date</p> <p>To date</p> <p>Print</p>

The employee-only reports can be printed only to a local receipt printer.

1. Select the report to print. For example, selecting the “Who’s Punched In?” button yields a display like this. The “quick view” box is populated to show that there is information available. Also notice that a new “Print Report” button has appeared on the options panel to the right. The arrow indicates which report the button will print.

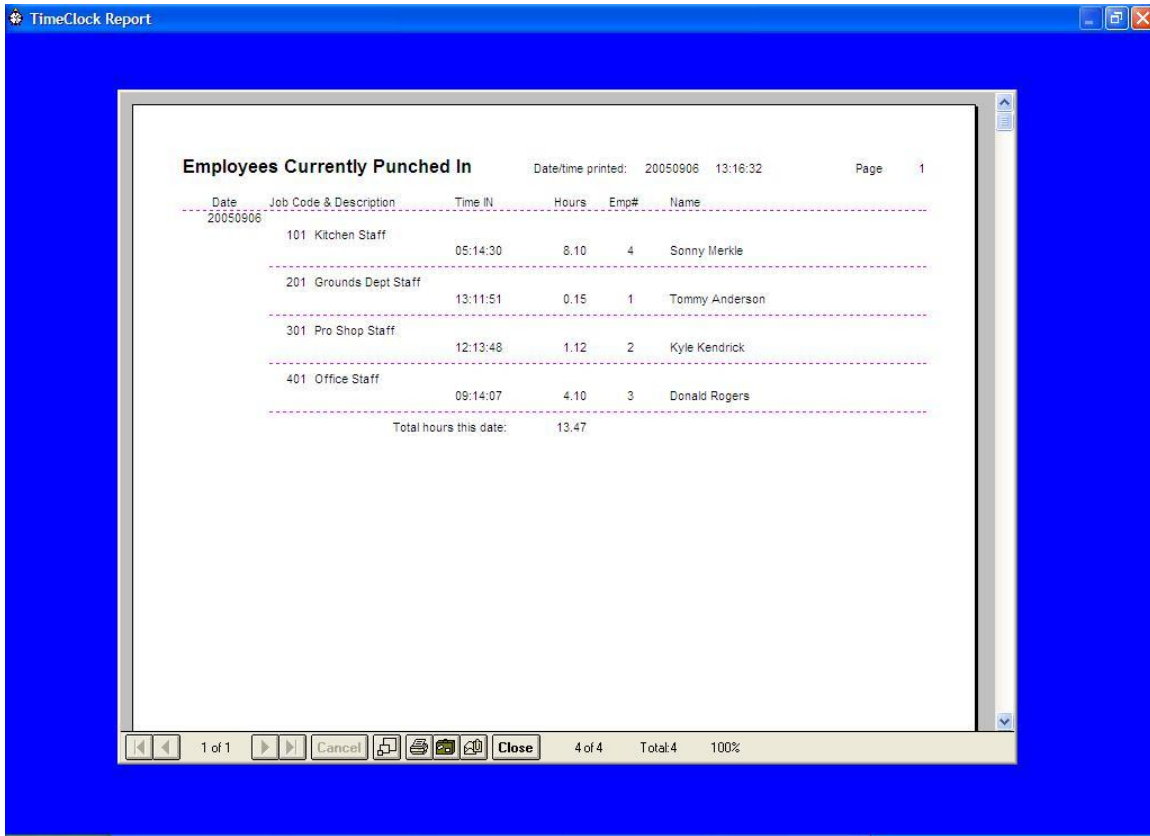
<p>101-09/06@05:14-Sonny Merkle 201-09/06@13:11-Tommy Anderson 301-09/06@12:13-Kyle Kendrick 401-09/06@09:14-Donald Rogers</p>	<p style="text-align: center;">Manager Options</p> <p>Who's Punched In? <- Print Report My Punches - Today</p>
---	--

2. Click the Print Report button; a selection box will appear:
3. Click Yes to print a “quick report” of the “quick view” information box to the local receipt printer as

Please select...

Print Quick Report instead of Detailed Report?

configured at the TimeClock configuration screen. Click NO (the default) to display the report in a more formal and detailed viewing window. These reports are formatted for normal page-sized paper and report printers. Printing them on a receipt printer is not successful.



TimeClock Report Window



4. The viewing screen includes additional functions that extend the capabilities of the report even more. You may change the view, scroll to additional pages (if more than 1), print to the printer, use the briefcase option to export the report to a data file for importing into a word processor or spreadsheet, or even email it by using the envelope/paper clip option. Click CLOSE to close the viewing screen. **(Note: the report viewing screen may have a different appearance and even more options on your computer than the above example, but the basic functionality is the same.)**
5. Other reports may request ranges of dates, ranges of employee numbers, ranges of jobs or combinations of these options. The dialog boxes that appear are self-explanatory and easy to understand.
6. Click the "Done" button on the right side of the screen to close the menu:

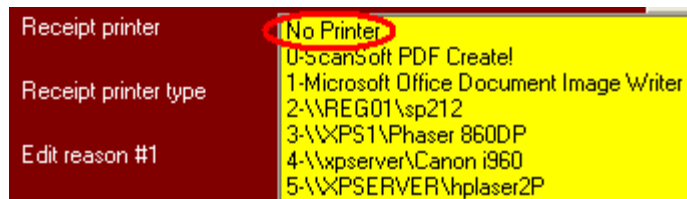


Printer Issues

TimeClock requires that printers be Windows-compatible printers, so you will need to install the proper Windows drivers for your particular printer. Printer driver software for Star and Epson printers were automatically placed into the C:\CDCONODE folder during TimeClock installation. Some receipt printers have “Star Emulation” or “Epson Emulation” modes and those modes generally solve printer compatibility problems with other manufacturers’ printers. The built-in Generic Text Only printer driver that is provided with Windows has proven to be a hit-and-miss solution – it may work for your printer if you can’t find a suitable printer driver for your version of Windows or if your printer cannot be put into an acceptable emulation mode.

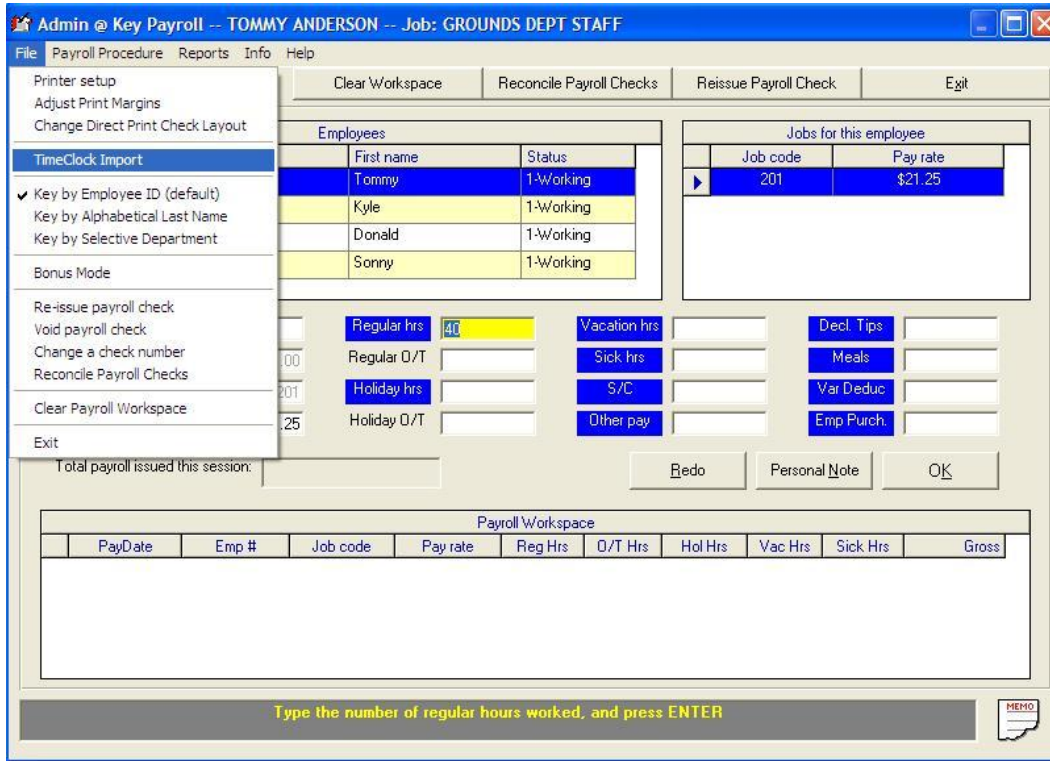
A local receipt printer is an option that gives employees a way to print a personal record of their punches for the current day, current month, last month, hours this month, hours last month or hours for the current payroll quarter. Other reports may become available as further development allows. Club Data encourages all end-users to submit suggestions and comments!

If no local receipt printer is desired, it is suggested that the user disable the printer altogether via the TimeClock configuration screen:



To print the detailed reports from the Manager Options panel, a Windows-compatible printer is required. This can be either a local printer or a remote networked printer. The receipt printer setting has no effect on the report printer, although if a separate report printer is not configured, printing manager reports to the receipt printer will prove to be unsatisfactory because receipt printer paper is only 3” wide.

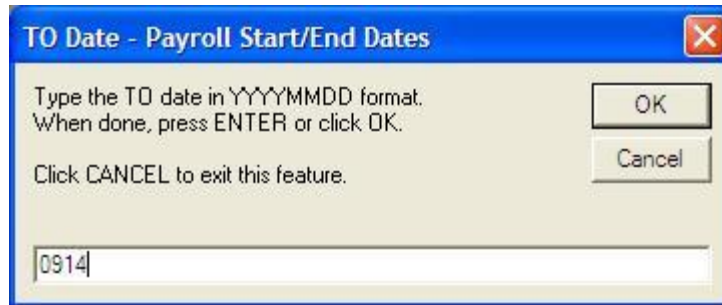
Importing Punch Records into Club Office Payroll



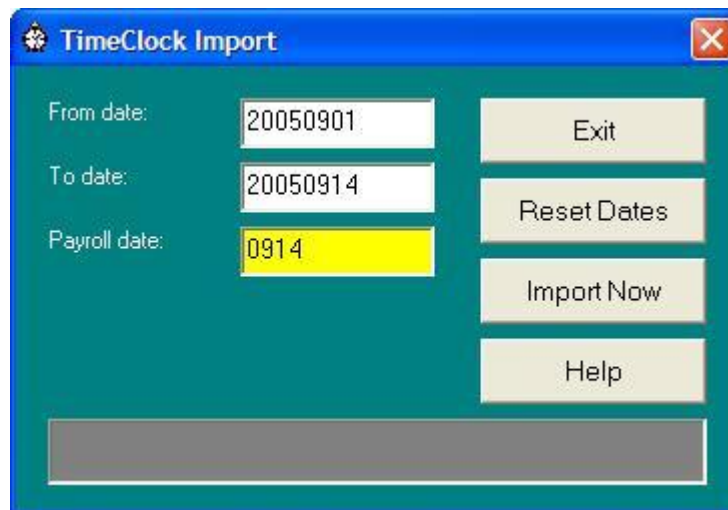
1. The TimeClock Import option is accessed via the payroll manager's file menu. **The payroll workspace should be blank prior to importing punch records.** This will make auditing and reporting of imported TimeClock punches easier. Additional manual entries (if required) should be made afterward.



2. When the import module starts, it requests the starting "FROM" date for the current payroll. This sets the starting date of transactions to import. The date selected relates to the punch IN dates of the records. In the example below, September 1st is entered for the starting date. The system will automatically fill in the current year. You may also type the entry in full YYYYMMDD format if you like.

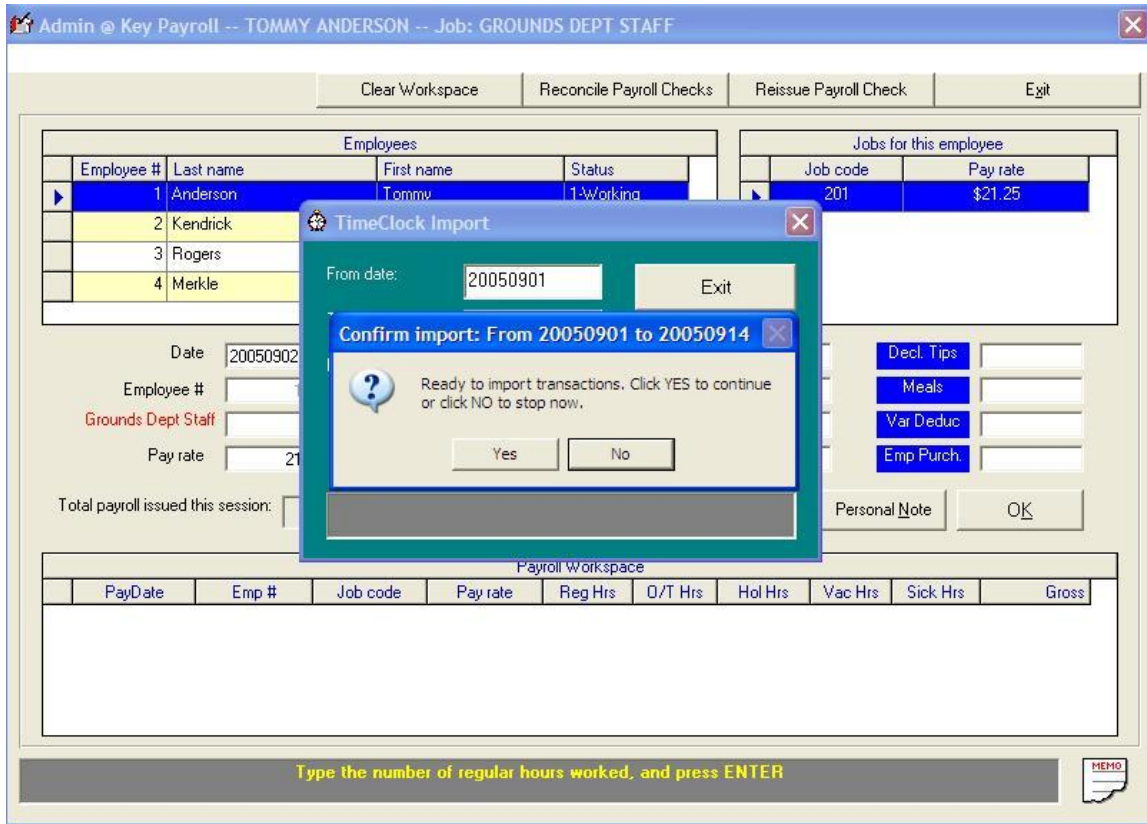


3. Following the FROM date, the module requests the TO date. This is the ending (last) day to be included in the current payroll period. In the example below, September 14th has been selected; because 0914 was entered, the system will fill in the year. Like the FROM date, this relates to the punch IN date of the punch records.

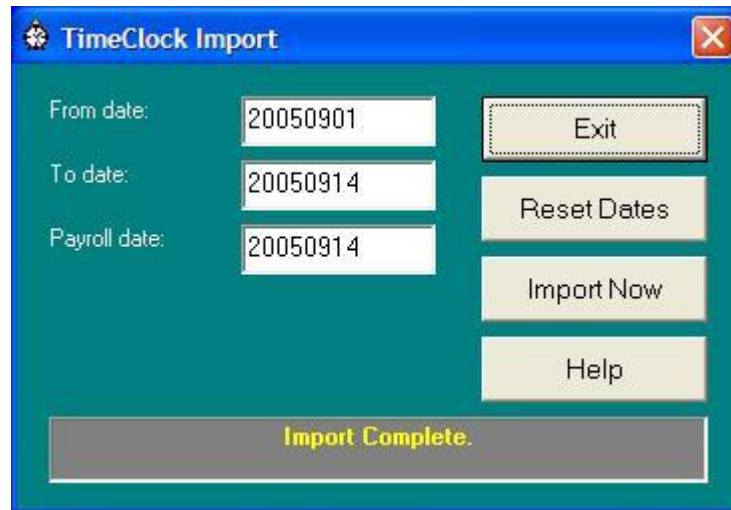


4. Next, the actual payroll date should be entered. For most people, this is probably the same as the last day of the current pay period. Again, typing MMDD alone will let the system fill in the year automatically.

Important: The payroll date is a key item of information. The TimeClock Import module uses the payroll date to mark the respective payroll records as a “group.” Should the records need to be reimported at a later date, all of them belong to the same “payroll date group.” **Take care to enter the correct date!**



- Click the Import Now button; a confirmation box appears on the screen. Click Yes to continue or no to cancel. **Undoing a TimeClock import can be quite challenging. Be sure everything is correct before you click Yes in this confirmation box!**



- The gray helpwindow at the bottom of the TimeClock import screen will display information as it processes the punch records until the completion of the import. Once punch records have been imported, they may no longer be edited inside TimeClock itself.
- Click the EXIT button to close the module. The payroll workspace will then refresh and display the imported punch records. Continue to process the payroll as normal.

Reimporting Punch Records

It is possible to reimport a set of punch records and the procedure is virtually identical to the original import. Situations where reimporting may become necessary include re-doing a complete payroll in the Club Office payroll module after restoring from a backup,

1. While not absolutely necessary, it is usually best that the Club Office payroll workspace be clear before importing TimeClock records. Clearing the payroll workspace is an option available in the payroll module itself.
2. Start the TimeClock Import module in the normal way.
3. Enter the starting and ending dates as you did originally.
4. Type the same payroll date as you did originally.
5. Click Import Now. The module will attempt to import the punch records again by date, but it won't be able to because the records have been marked as having already been imported. A message similar to the following will then appear:



6. Click YES to import the group of entries again. The gray helpwindow at the bottom of the import module screen will display information as the punch records are reprocessed. When done, the normal "import complete" message will appear.
7. Close the import module; the payroll workspace will refresh and display the imported records.

CAUTION: Because there is no limit to the number of times a group of punch records can be imported, care must be taken to ensure that they aren't doubled-up in the payroll workspace. Reimporting records into a blank workspace is much safer than reimporting into a workspace that has records because there is no chance of doubling-up records if the workspace is blank beforehand.

TimeClock Variance Audit

After importing a group of punch records, it's suggested that the Payroll Entries Audit Report be printed, at least to the screen if not to actually print it on a printer. Upon closing the payroll entries audit report, the payroll module will automatically know that TimeClock is installed and will display the TimeClock Hours Variance Audit.

This report compares the data that was just imported into the workspace with the actual punch records inside TimeClock to make sure that everything was imported properly. The variance audit is a tool that can help ensure that employees are compensated correctly for the hours they have worked.

TimeClock Hours Variance Audit - 05.11.30a

Info

TimeClock Hours Variance Audit - 20081203 - 10:18:18

Job#	Description	RegHrs	OTHrs	HolHrs	HolOT	VacHrs	SickHrs
101	TC Bartender	.53	.00	.00	.00	.00	.00
101	WS Bartender	.53	.00	.00	.00	.00	.00
101	Bartender	.00	.00	.00	.00	.00	.00

TimeClock Totals (TC):		.53	.00	.00	.00	.00	.00
Workspace Totals (WS):		.53	.00	.00	.00	.00	.00

Variance Totals:		.00	.00	.00	.00	.00	.00

Print Report Exit

In the example above, the screen shows that the **RegHrs** total in the TimeClock database (101 TC Bartender) matches the hours imported into the payroll workspace (101 WS Bartender). For simplicity, only one job (Job #101) was used for this example; each job is analyzed independently and displayed as a comparison pair (TC and WS) on the report.

If the workspace was blank *prior* to importing the records, a match indicates that the import was successful and all punch records were duly imported into payroll; the variance will show .00 hours.

However, if the import was done *AFTER* records had already been keyed into the payroll workspace the report may display a variance, such as the following example:

TimeClock Hours Variance Audit - 05.11.30a

Info

TimeClock Hours Variance Audit - 20081203 - 10:30:03

Job#	Description	RegHrs	OTHrs	HolHrs	HolOT	VacHrs	SickHrs
101	TC Bartender	.53	.00	.00	.00	.00	.00
101	WS Bartender	5.53	.00	.00	.00	.00	.00
101	Bartender	5.00	.00	.00	.00	.00	.00

TimeClock Totals (TC):		.53	.00	.00	.00	.00	.00
Workspace Totals (WS):		5.53	.00	.00	.00	.00	.00

Variance Totals:		5.00	.00	.00	.00	.00	.00

Print Report Exit

The second example shows that TimeClock punch records account for .53 hours, while the total in the payroll workspace has 5.53 hours, resulting in the 5.00 hours variance. A variance isn't necessarily bad and would actually be expected if some hours had already been manually keyed into the payroll workspace before the TimeClock import. But if the workspace was blank beforehand and a variance resulted, a problem occurred during the import and the user should then compare the payroll entries audit report against a TimeClock approved punches report to discover which are missing. Alternately, the user could clear the workspace and reimport the punches again, which may solve the problem directly.

Importing problems are quite rare but can occur in a multi-user environment for a variety of reasons, often related to Windows networking. Variances can also be caused by a defective diskette or flash memory stick that was used to originally transfer punches from a standalone TimeClock unit, after which the resulting import into the payroll workspace simply exacerbates or propagates the problem further.

Installing TimeClock Software – Step-by-Step instructions

Installing this add-on Club Office component involves a specific order of actions. It's very similar to installing a typical Club Office Workstation. Please do not skip any steps; a handy space is provided to check off your progress as each step is completed.

- ___ 1. Prior to installing any add-on package to Club Office, make sure that your current Club Office software is up-to-date. The most recent software update is always available on Club Data's Support Web Site. Or, you may order a copy of the update on CD by contacting your technical support representative (additional charges may apply).
- ___ 2. At the computer that will be the TimeClock workstation, be sure all disk caching mechanisms are turned off. This is normally performed in the Hardware Device Manager, and it's a Windows property of the Disk Drives. To change these options and/or install software on the computer, you may be required to use the computer as an "administrator." Administrator status and administrator or other user names are usually established when the Windows software was installed on the computer. Club Data probably can't offer much help in logging into the computer as an administrator as we would not have any knowledge of what was used when Windows was installed on your computer.
- ___ 3. Connect to the network and map a drive letter to the name of the network share where Club Office Accounting is located. Specific network permissions to allow connecting could be required that are beyond the scope of this document for these are usually user-specific and are typically determined by the people who initially set up your network. It's a good idea to use the same drive letter mapping for all workstation units as this will make support easier. A drive letter needs to be mapped to Club Office using the standard mapping structure (the directory above CDCO is shared, not CDCO itself). You should not use UNC connections in lieu of actual drive mapping and be sure to check the box to "reconnect at logon." Computer/network users should have full read/write/create/delete privileges as temporary files are often created and deleted during the normal course of operation of Club Data's software.
- ___ 4. Be sure that the desktop on your monitor fills the screen – don't waste space by leaving a wide border around the active Windows desktop. A larger screen display will help your users read the buttons, which will translate into an easier-to-use system and fewer ring errors.
- ___ 5. If a touch screen is to be used, install its drivers, calibrate and test it. Usually the touch screen software for your touch monitor includes built-in help. If you first calibrate the touch monitor and later enlarge the desktop to fill the screen, you'll probably need to recalibrate the touch monitor to match the screen display
- ___ 6. At the computer that will be the TimeClock workstation, map a network drive to the Club Office shared resource on the main Club Office computer. If you are adding the TimeClock to an existing Club Office node or an on-line SQLPos POS workstation, the drive is probably already mapped. Many of our customers use drive P: as the chosen drive letter. It doesn't matter what drive letter you use, but from a support standpoint, it's a good idea to be consistent across your network so that all Club Office nodes use the same one.
- ___ 7. At the workstation, be sure no other Club Office modules are running. If you are a SQLPos user, this means shutting down both SQLPos and HeartBeat temporarily.
- ___ 8. At the workstation, install the TimeClock software. TimeClock will default to install to the C:\CDCONODE folder on your computer's hard drive. *It is highly suggested*

that this not be changed. If your situation is special and you absolutely cannot use this setting, contact Club Data's technical support for further assistance before you continue. Even if you have previously installed a Club Office node or SQLPos on this workstation, this step is necessary. No harm or changes of any sort will come to your existing installations even though some files will be replaced with new ones. (If the TimeClock installer doesn't automatically start after inserting the TimeClock CD into the CD drive, open the CD drive, locate the setupclock.exe module and open it to begin.) The installation requires that you complete standard identifying information on the screen, and you will need to enter your serial number. Serial numbers are not case-sensitive. The installation generally is quite speedy. At the end of installation, it's a good idea to restart the computer, even though it's not an absolute requirement.

9. The installation will create a **Club Office Accounting System** program group on your start menu. Open it and review the available options.

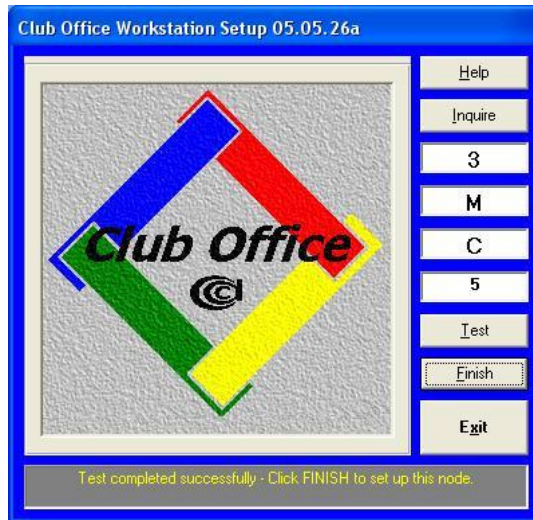


- If you have already run the Sync Network Clock and Node Manager modules before on this workstation, choose the Node Manager. The current settings will be displayed in the boxes. For you, simply click the TEST button and verify the settings by clicking the OK buttons that appear. (SQLPos users will see a second confirmation box.) Finally, click the FINISH button. Then **skip to step #19** below to continue.
- If you have not run the either Sync Network Clock or Node Manager before on this workstation, please continue with the next step.

10. Select the *Sync Network Clock* option. The Sync Network Clock module will synchronize the computer's clock to the computer you choose as the central time source for the network, and whenever you start TimeClock, it will invoke this module to ensure that the workstation's time matches the main system. This is important because punch in/out transactions are obviously date and time sensitive, *and if multiple TimeClock workstations are in operation, it's critically important that all of them have the same time.*



- ___ 11. In the Sync Network Clock module's top box, type the name of the server or computer that you will use as the main time source. The best computer to use is the one where Club Office Accounting resides, and if that's a computer named SVR2005, type that into the box and click the Sync Clock button. If the program can find the computer on the network, it will synchronize its clock to it, display a brief message and disappear from view after about two seconds.
- ___ 12. Next, open the Club Office Accounting program group again and choose the *Node Manager* module:



- ___ 13. In the top box, type the node number that TimeClock workstations will use. This is the same as the additional user PROFILE.xxx file that you received. In the above example, the user already has a 2-user Club Office system so that TimeClock workstations are using profile #3. After you type the number, press ENTER. (Note: The node number is very important; if you intend to use this workstation to access Club Office as well, contact Club Data because you will need additional node profiles. If you have a fully-licensed system, there is no additional charge for the additional node profiles.)
- ___ 14. A "Select location to CDCO.EXE" browse window will appear. Use it to locate the CDCO.EXE module in your Club Office accounting system. This is likely the network drive that was mapped earlier. When you find it, select the CDCO.EXE file (marked with the telltale diamond-shaped 4-color icon like what is on the Node Manager screen), and click OPEN to lock in the settings. In the above module, the user has mapped drive M to Club Office.
- ___ 15. Select the third box, and type the drive letter of your local hard disk, which is probably C. If you are installing TimeClock on the same computer that Club Office is installed, an information message will appear to verify that this unit is not networked (because it isn't – you're running on the same computer).
- ___ 16. The 4th box down pertains only to SQLPos Point of Sale users and will be visible only if SQLPos is installed. If you do see it, type the SQLPos workstation number for this unit from your chart. No two workstations can share the same SQLPos workstation number. (Note: don't confuse the SQLPos workstation number with the node number, the top box. All SQLPos workstations share the same node number but they cannot share the same workstation number. In the example above, SQLPos is using node #3 for SQLPos unit #5.)
- ___ 17. Click the TEST button. You should see "Test completed successfully" in the helpwindow at the bottom of the module. **If the test is NOT successful, then the**

network drive either has not been mapped correctly or you have lost the connection to the main computer. Go back and reset the network connection settings before you continue. You may also receive an information message that says "Node #X has been used before." Click OK – this is expected since the TimeClock workstations do share the same node number. (If you don't see the message with the first workstation you configure, don't worry. You will with the second one.)

- ___ 18. Click the Finish button. This establishes the connection to Club Office from this workstation, creates various workstation-specific data files, creates a few entries in the Windows registry and moves some important data files to the main Club Office data area. When done, click the EXIT button.
- ___ 19. *You're not quite ready to start TimeClock yet – resist the temptation to give it a try!* Instead, go to a computer that uses Club Office and start it up. The database update module will run automatically because TimeClock has copied a dbupdate trigger file to Club Office. This will add some necessary database fields to the Club Office configuration database that TimeClock needs. When done, close the database update module.
- ___ 20. Start Club Office and open the employee manager. Assign numerical passwords to all employees who will use the TimeClock. The password field is on the lower left of the employee data screen.
 - Employee passwords are numerical only.
 - Normal employee passwords must be between 0-19999. Employees can punch in and out, print various employee reports (for themselves only) and if installed, turn the local receipt printer on/off.
 - A password of 20000 to 32766 is for managers only. A manager can access the TimeClock manager screen, change some configuration options, edit and approve employee punches.
 - It's not a good idea to use the employee ID number as the password, too.
 - The password change is immediate when the employee record is saved.
- ___ 21. At this point, the TimeClock software will actually run, but there are still configuration options in Club Office payroll as well as in TimeClock itself that should be addressed before putting TimeClock into live operation. Now is a good time to review the configuration section of the manual to configure those options.

Appendix

Backing-Up TimeClock

Because TimeClock's database resides in the Club Office data area, it is automatically backed up when a normal Club Office backup is performed. The remote workstations are not backed up as the only configuration information at the workstation is the Club Office Node Manager settings and the local TimeClock receipt printer settings, both of which can easily be recreated.

Restoring TimeClock from a Backup

The TimeClock database (punchclk.mdb) is excluded from the normal Club Office restore modules and must be restored manually. Contact your Club Data tech support representative for assistance.

CAUTION: If you use an external tape or other backup system, be extremely careful that you do not restore the **punchclk.mdb** file. A typical restore process will overwrite all current TimeClock punch records with the older database, effectively deleting all punch records since the backup was made.

TimeClock Audit Log

The system maintains an audit log of all punches. The file is named **tclog.clk** and is located in the Club Office data area. It is a simple text file that can be opened with Windows Notepad or any text editor. (It can also be imported into a spreadsheet; the parsing character between fields is the backslash \ character). Should the punchclk.mdb database be accidentally deleted, restored or becomes corrupted, the tclog.clk file could be used as a reference to help recreate punch records manually.

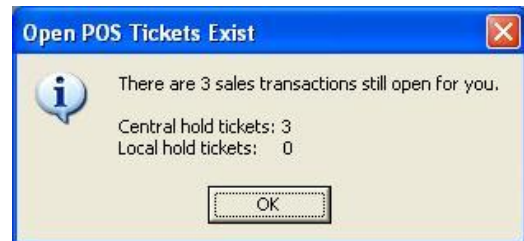
Troubleshooting Common Problems

The most common problem will likely be related to printing, possibly because a printer isn't installed, is out of paper or not powered on, isn't configured or installed properly with the correct printer drivers, or TimeClock's printer configuration settings are invalid for the printer in question. These issues are normally easily solved by the local user.

The second most common problem message will likely be "**TimeClock cannot connect to Club Office.**" This occurs when some sort of Windows networking connection problem exists. These can become somewhat challenging and as such, solving them lies outside the scope of the TimeClock manual. TimeClock cannot run in a standalone mode because it must be connected to the Club Office databases and a solid network connection is essential to proper operation.

Interaction with SQLPos POS System

TimeClock checks for open sales transactions when an employee punches out and displays a message if any exist. Note that the employee is not prevented from punching out. Because "hold" tickets may exist both in the SQLPos central hold database and on the local register on which the employee is punching out, both locations are displayed. For most efficient POS use, it is recommended that employees be assigned to work from only one specific SQLPos register at a time so as to eliminate the possibility that hold tickets could exist on more than one register.



Remote “Stand-Alone” TimeClock Workstation

Overview

It is possible to install one or more remote, stand-alone TimeClock workstations that are not connected to Club Office accounting. There are inherently some special cautions for operating in this manner, and principally they are:

- Punch records must be manually exported from the remote stand-alone unit and manually imported into an on-line TimeClock unit that is connected to Club Office. As such, the opportunity exists to accidentally (or deliberately) re-export or reimport the same records, which may cause unpredictable problems because of the duplicated data.
- As employee records are modified and/or payroll is issued through Club Office, the CONFIG.MDB and EMP.MDB databases must be manually copied to the remote, stand-alone TimeClock workstations so that the employee jobs and other information is current. (This is obviously not necessary with on-line TimeClock workstations.)
- The security of the computer’s clock is compromised because a stand-alone workstation cannot connect to a main time server. Therefore, it becomes possible for a dishonest user to toy with the computer’s clock settings which can, in turn, have deleterious effects on the accuracy of resulting punch records.
- The security of two key Club Office databases is compromised insofar as they must reside on an unsupervised computer that may or may not be secure. One of these databases contains confidential and sensitive employee information while the other contains company configuration data.

Installing a Stand-Alone TimeClock

- The only basic difference is in the installer program chosen. To install a stand-alone unit, select the **setuptimeclockstandalone.exe** module on the CD. The default install will create the C:\CDCONODE and C:\CDCO folders on the computer and place the necessary core files required to run the system. In essence, the C:\CDCO folder contains a pseudo-Club Office installation of a minimal set of modules and data files that will allow TimeClock to operate.
- Use the Start menu to open the Node Manager and establish communication with the pseudo-Club Office system installed in the C:\CDCO folder
 - Use node number: 2
 - Location to CDCO.EXE: browse to the C:\CDCO folder to find CDCO.EXE
 - Drive letter of local hard disk: type C
 - Click TEST to establish the connection, then click FINISH to create the required configuration file; finally click EXIT when done.
- Use the Start menu again to open the Sync Network Clock module. In the server name box, type the name of the workstation itself and click the Sync Clock button. This will tell the module to synchronize the computer’s clock to itself.
- Now try to start TimeClock. The punch-in screen should appear, telling you that the installation is correct.
- Copy the CONFIG.MDB and EMP.MDB databases from the live Club Office system to the pseudo-Club Office installation located in the C:\CDCO folder on the workstation.
- The stand-alone TimeClock workstation is nearly ready to use.

Configuring a Stand-Alone TimeClock

- Start TimeClock, log in as a system manager.
- Select the Manager button to access the manager options panel.
- At the manager options panel, select the Configuration option. Satisfy the password request to access the configuration panel.
- Set the configuration options as they should be for your facility, including a printer (if installed) on the workstation computer.
- Be sure to check the box at the bottom marked “This unit is a ‘remote’ TimeClock.
- Click Save, then exit the configuration panel.
- Click the Manager button again – the manager options panel should now display an Export Punches button.
- The stand-alone TimeClock is ready to use.

Daily TimeClock Operations

- There are no differences from an on-line TimeClock workstation.

Manager Options – Edit Punches

- Punch record editing/approval functions are exactly the same as an on-line TimeClock workstation.

Manager Operations – Export

- An **Export Punches** button appears on the Manager Options panel for a unit that is configured as a remote “standalone” TimeClock. This is a checkbox on the manager configuration panel.
- An export should not be performed until *after* the close of a pay period and the manager has edited/approved the related punch records.
- Portable media devices such as a flash memory stick, diskette, ZIP drive or other removable media are supported, depending on the configuration of the computer itself.
- Punch records are selected for export by the punch IN date and punch IN time. The FROM date and TO date should coincide with the exact dates of the pay period in question. Problems can occur when the range of dates selected overlap two pay periods.
- The default export file name is TCEXPORT.CSV. However, it is suggested that in place of the default, the user substitute the date range of the exported records instead. For example, if the pay period is July 16 to July 31, 2008, the export file name would be 20080716-20080731.CSV instead. The benefit to using this method is when the file is later imported it’s obvious what dates are included and the likelihood that the same data would be imported more than once is lessened.
- Once a range of punch records has been exported, those records are no longer available for manager editing on the stand-alone TimeClock. However, once imported into a main TimeClock unit that is connected to Club Office, they become active records again and may be edited. Of course, TimeClock records that have already been imported into the payroll manager can no longer be edited in TimeClock at all.

Manager Operations – Import Punches

- An **Import Punches** button appears on units that are configured as on-line TimeClock units. This “remote TimeClock” checkbox is left UN-checked for on-line units.
- Selecting the import punches button displays a standard Windows File Open dialogue box that is used to locate the desired ?.CSV file that was exported onto portable media (diskette, flash memory stick, etc.) from a remote standalone TimeClock unit.

Using Employee ID Magnetic Swipe Cards with TimeClock

A TimeClock computer that has a two-track magnetic card swiper attached can be used with Club Office' Employee ID cards. The cards are encoded with the proper information for accessing TimeClock (and SQLPos POS) simply by swiping the card through the card swiper when the startup TimeClock screen is in view. Users who wish to use this option must be running TimeClock version 09.02.04 or later and, of course, a card swiper must be installed on the TimeClock computers.

Using employee ID cards can greatly reduce situations where one employee punches in for another. The cards eliminate the need to provide password information to employees; therefore, they cannot punch in without the card.

Club Data can encode employee cards for you based on the employee numbers and passwords you assign. Contact us for complete information. Alternately, an Employee ID Card Excel spreadsheet is available for download from the Club Data Technical Support web site that contains all the information about the cards, pricing, and even a worksheet that you can use to enter the employee numbers, passwords and optionally, employee names. Following completion of the spreadsheet, you may send it to **support@clubdata.com** for speedy processing.