



time clock

Features:

Easy to Use

Employees log in and out daily using their personal password. Rules of operation and screen appearance are consistent with the operation of your Datacon Dental Software, which eliminates the need for additional training. With our built-in calculator you perform quick calculations instantly.

Automatic Time & Wage Computations

Logs, computes, summarizes and stores record of hours worked by your employees. Features include defining hours as regular, overtime, holiday, sick, personal, and vacation.

Sick & Vacation Accrual

Time Clock Software automatically accrues sick, vacation hours earned, tracks hours used and gives you real-time accrual totals.

Attendance Records

Maintains attendance records for all employees; hourly, salaried or per diem.

Confidentiality & Audit Controls

Passwords allow employee access to the Time Clock and provide different levels of privileges for different employees. You have total control in assigning who sees what on your Time Clock, separating employee and administration access privileges.

Security

Time Clock Software allows only personnel with the appropriate administration privilege to edit employee entries.

Real-Time, Up-to-Date Information


Easily available at all times, either on the screen or in printed reports. You can even see who is present by viewing who is currently logged in or out.

Reports

Reports can be printed for whatever time period you define.

Bulletin Board & Messaging

Provides messages for all OR individual employees PLUS private notes about employees.



time clock

Version 2.4 - 10/09/12

Please enter your initials:
and password:

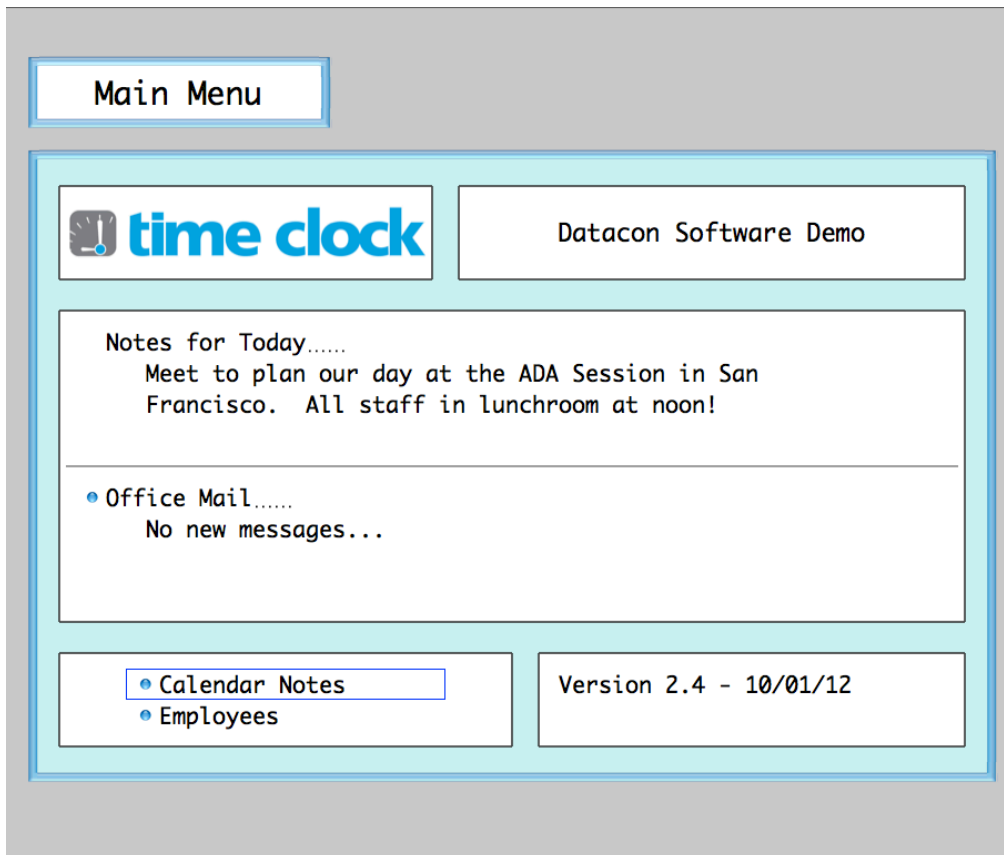
Tock

Good afternoon Betsy
You punched in today at 8:02 AM. You have worked 5.13 hours.
Do you want to punch OUT?


After entering your initials and password you will be on the Main Time Clock Menu.

“Notes for Today...” are general notes to all employees with access to Time Clock.

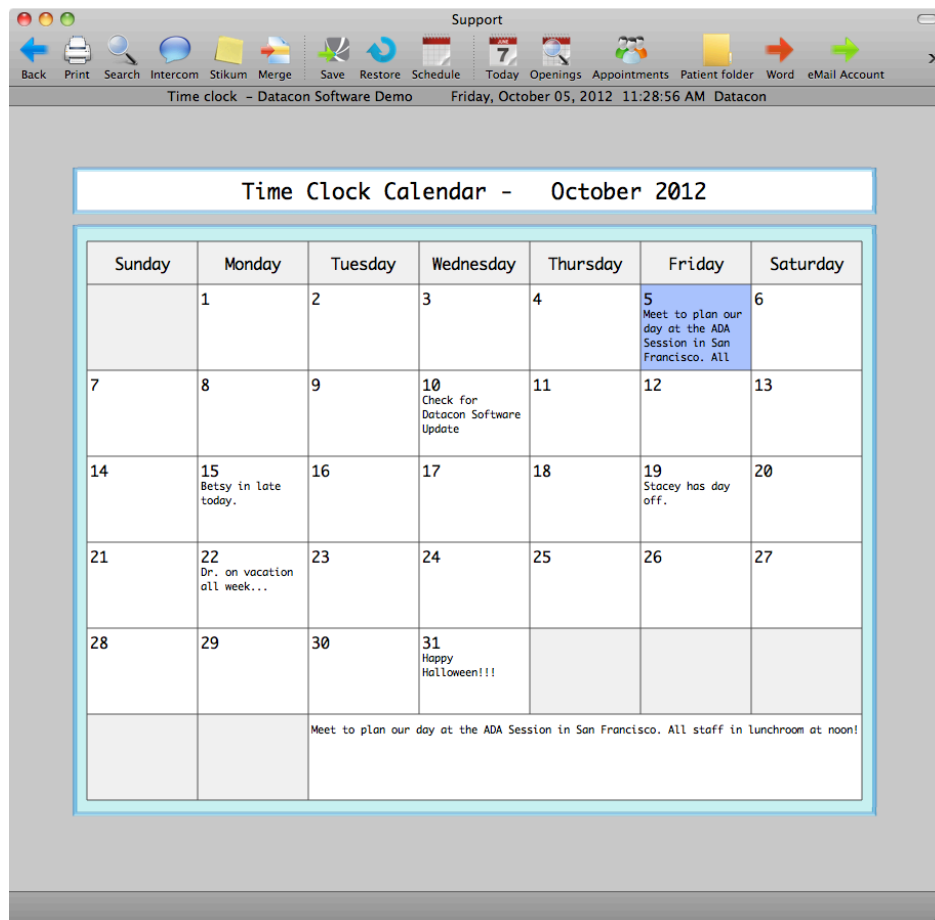
“Office Mail ...” is interoffice email addressed to you. Only the subject line displays on this screen. To read your email, arrow up to and select “Office Mail...” select the message in your “Inbox” to view full email.



The screenshot shows a software interface titled "Main Menu" in a grey header bar. Below this is a light blue bordered area containing several sections. At the top left is a "time clock" logo with a clock icon. To its right is a box labeled "Datacon Software Demo". Below the logo is a section for "Notes for Today....." with the text "Meet to plan our day at the ADA Session in San Francisco. All staff in lunchroom at noon!". Below the notes is a section for "Office Mail....." with the text "No new messages...". At the bottom left is a box with two bullet points: "• Calendar Notes" and "• Employees". At the bottom right is a box labeled "Version 2.4 - 10/01/12".

Main Menu	
 time clock	Datacon Software Demo
Notes for Today..... Meet to plan our day at the ADA Session in San Francisco. All staff in lunchroom at noon!	
Office Mail..... No new messages...	
<ul style="list-style-type: none">• Calendar Notes• Employees	Version 2.4 - 10/01/12

To add a calendar note (for all staff members with access to Time Clock):
Select “Calendar Notes”, arrow to the day you would like to enter a message
(or click on the day with your mouse) and begin typing your notes for the day.



Current employee attendance is displayed in the Employees screen:

Employee Records						
ID	Dept	Name	Mail:Unread	Read	Sent	Trash
JC		Joycline Calevander	IN	No mail		
DBG	FO	Debbie B Good	IN		2	
DA		Deja Andersen	OUT	No mail		
BJ		Bella Janes	IN	No mail		
BUD	PRG	Datacon	OUT		5	10
SB	ADM	Stacey Bookkeeper	OUT	2	6	5
BA	AST	Betsy Assistant	IN		2	3
SA	ADM	Stacey Admin	OUT	2	1	
FF	ADM	Frontdesk Flo	OUT	8	3	1
ABC	ADM	Allen B Calling	IN	2		1
HH	HYG	Helen Hygenist	OUT	1	2	1
IH	HYG	Ingrid Hygenist	OUT	3		1
HH	HYG	Haddie Hygenist	OUT	1		
FJ	HYG	Florence Jackson	IN		3	3
LIP	DR	Livingston I. Presume	OUT	4		
JT		Janice Thompson	OUT	2		

Employee information is stored in the Employee file maintenance screen:

Employee Record	
Initials: BA	(Clear to Terminate Employee)
Password:	
Department: AST	
Rate: *****	
40 hr work week	
Full Name: Betsy Assistant	
Informal Greeting: Betsy	
Social Security #: 123-45-6789	
<div> <div>Time Card</div> <div> Monthly Attendance Sick and Vacation Time Privileges Administrative Notes Employee Notes Office Mail </div> </div>	

Employee attendance may be viewed by Month....

Attendance - Betsy Assistant

September 2012

Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Reg/OT	Amount
						1 7.50	7.50	
2	3	4 8.00	5 8.00	6 8.00	7 4.00	8	28.00	
9	10 7.50	11 8.00	12 8.00	13 8.00	14 8.03	15	39.53	
16	17 7.96	18 8.01	19 7.98	20 7.98	21 7.76	22	39.69	
23	24 7.80	25 8.06	26 7.90	27 7.93	28 8.00	29 1.78	40.00 1.47	
30		Reg Hours 154.72	O/T hours 1.47	D/T hours				

"Add" to see amounts

Exit

Add

Remove

...or by Day:

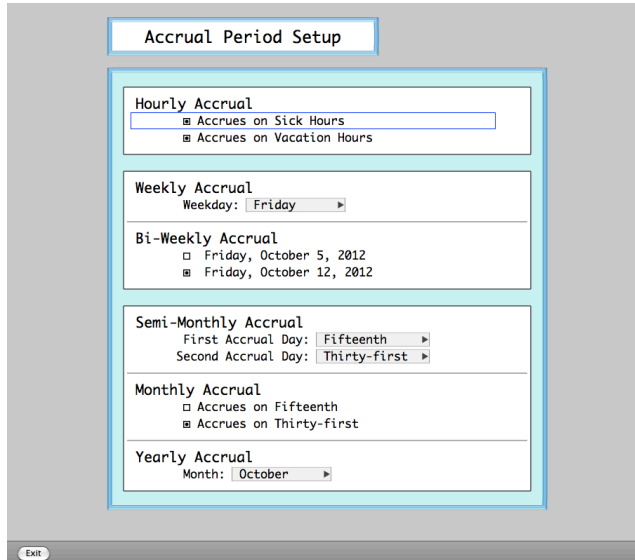
Time Clock Activity										
Right arrow to see rates and amounts										
Betsy Assistant * means time has been changed										
Date	Time In	Time Out	Total Hours	Reg. Hours	O/T Hours	D/T Hours	Hourly Rate	Amount	Note	
9/20/12	8:00 AM*	1:00 PM*	5.00	5.00					Yes	
9/20/12	2:00 PM*	4:59 PM*	2.98	2.98					Yes	
9/21/12	8:00 AM*	12 Noon *	4.00	4.00					Yes	
9/21/12	12:59 PM*	4:45 PM*	3.76	3.76					Yes	
9/24/12	8:00 AM*	12 Noon *	4.00	4.00					Yes	
9/24/12	1:00 PM*	4:48 PM*	3.80	3.80					Yes	
9/25/12	8:00 AM*	12 Noon *	4.00	4.00					Yes	
9/25/12	1:00 PM*	5:04 PM*	4.06	4.06					Yes	
9/26/12	8:00 AM*	12 Noon *	4.00	4.00					Yes	
9/26/12	1:06 PM*	5:00 PM*	3.90	3.90					Yes	
9/27/12	8:00 AM*	12 Noon *	4.00	4.00					Yes	
9/27/12	1:03 PM*	4:59 PM*	3.93	3.93					Yes	
9/28/12	8:00 AM*	12 Noon *	4.00	4.00					Yes	
9/28/12	1:00 PM*	5:00 PM*	4.00	4.00					Yes	
9/29/12	10:27 AM*	12:14 PM*	1.78	.31	1.47				Yes	

Exit Search Add Remove

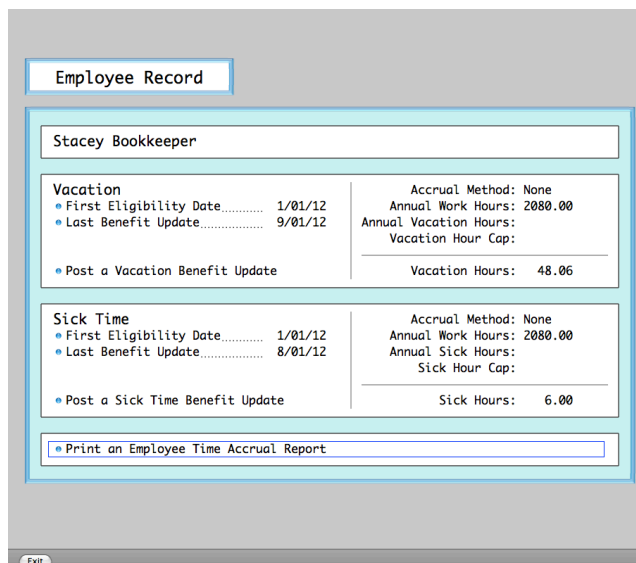
Time Clock History shows a sequential listing of employees punching in and out. This is also a great tool to quickly show you who may have forgotten to punch out on any given day.

Time Clock Activity							
Employee	Date	Time In	Time Out	Total Hours	Reg. Hours	O/T Hours	D/T Hours
Betsy Assistant	9/25/12	8:00 AM	12 Noon	4.00	4.00		
Stacey Bookkeeper	9/25/12	6:00 AM	4:00 PM	10.00	10.00		
Betsy Assistant	9/26/12	1:06 PM	5:00 PM	3.90	3.90		
Betsy Assistant	9/26/12	8:00 AM	12 Noon	4.00	4.00		
Stacey Bookkeeper	9/26/12	6:00 AM	3:00 PM	9.00	9.00		
Betsy Assistant	9/27/12	1:03 PM	4:59 PM	3.93	3.93		
Betsy Assistant	9/27/12	8:00 AM	12 Noon	4.00	4.00		
Stacey Bookkeeper	9/27/12	6:00 AM	3:00 PM	9.00	9.00		
Betsy Assistant	9/28/12	1:00 PM	5:00 PM	4.00	4.00		
Betsy Assistant	9/28/12	8:00 AM	12 Noon	4.00	4.00		
Stacey Bookkeeper	9/28/12	6:00 AM	3:00 PM	9.00	2.00	7.00	
Betsy Assistant	9/29/12	10:27 AM	12:14 PM	1.78	.31	1.47	
Florence Jackson	10/04/12	11:52 AM	-- -- --				
Debbie B Good	10/05/12	9:00 AM	-- -- --				
Bella Janes	10/05/12	8:15 AM	-- -- --				
Joycline Calevander	10/05/12	8:02 AM	-- -- --				
Betsy Assistant	10/05/12	8:00 AM	-- -- --				

Vacation and Sick Time Accruals are easy to track using Time Clock's Accrual Setup..



Each employee's accrual frequency, method and amount is setup based on your office policy..



Employees can keep track of their accrual balances using their Time Clock login..

Employee Record

BA Betsy Assistant

Informal Greeting: Betsy

- Change Your Password
- Review Time Card
- Review Your Attendance
- Review Your Sick and Vacation Time
- Employee Notes
- Office Mail

Exit

Employee Record

Betsy Assistant

Vacation

- First Eligibility Date..... 1/01/12
- Last Benefit Update..... 1/01/12

Accrual Method: Monthly
Annual Work Hours: 2080.00
Annual Vacation Hours: 80.00
Vacation Hour Cap: 120.00

Vacation Hours: 74.50

Sick Time

- First Eligibility Date..... 6/01/12
- Last Benefit Update..... 6/01/12

Accrual Method: Hourly
Annual Work Hours: 2080.00
Annual Sick Hours: 40.00
Sick Hour Cap: 60.00


Sick Hours: 3.16

Print an Employee Time Accrual Report

Exit

Employee Sick and Vacation Accrual Report from 6/01/12 to 10/11/12						Page 1
Betsy Assistant						
Monthly	Vacation Time			Sick Time		
Ending Date	Accrued	Used	Balance	Accrued	Used	Balance
6/01/12	Unchanged			Unchanged	40.00/yr	60.00 Cap
6/30/12	6.66		54.50	---		
7/31/12	6.66		61.16	---		
8/31/12	6.66		67.83	---		
9/30/12	6.66		74.50	3.00		3.00
10/31/12	---		74.50	.16		3.16
Report Totals	26.66		74.50	3.16		3.16

Reports can be run specifying any period of time, by job function and by employee name. Time Clock offers a wide variety of reporting variables..

A screenshot of the "Employee Time Report" software interface. The window has a title bar "Employee Time Report". Inside, there's a light blue bordered area containing several sections. The first section has three labels: "Starting Date:" with a text box containing "1/01/12", "Ending Date:" with a text box containing "10/05/12", and "Department:" with a dropdown menu showing "(Any)". Below this is a section labeled "Select Employees....." followed by "8 Selected". The next section is a list of report options: "Print Report with Employee Details and Notes for Each Day", "Print Report with Employee Details for Each Day", "Print Report with Employee Daily Summary", "Print Report with Employee Weekly Summary", "Print Report with Employee Time Category Summary", and "Print Report with Employee Totals". Below this list is another section with three options: "Print Report with Daily Summary Only", "Print Report with Weekly Summary Only", and "Print Report with Time Category Summary Only". The final section is labeled "Print Employee Time Cards". At the bottom of the light blue area is an empty white rectangular box.

Example of the Time Clock Report sorted by employee for a specific period of time..

Time Clock Daily Detail For Dates Beginning 9/10/12 and Ending 9/15/12							Page 1
Stacey Bookkeeper							
Date	Time In	Time Out	Regular Hours	Overtime Hours	D/T Hours	Other Hours	Total Pay
Mon, Sep 10,2012	6:00 AM*	3:00 PM*	9.00				225.00
Tue, Sep 11,2012	6:00 AM*	3:00 PM*	9.00				225.00
Wed, Sep 12,2012	6:00 AM*	3:00 PM*	9.00				225.00
Thu, Sep 13,2012	6:00 AM*	3:00 PM*	9.00				225.00
Fri, Sep 14,2012	6:00 AM*	3:00 PM*	4.00	5.00			287.50
Sat, Sep 15,2012	9.00 Hrs	Sick Time				9.00	225.00
Hours for Stacey Bookkeeper			40.00	5.00		9.00	
Total Pay.....			1000.00	187.50		225.00	1412.50
Betsy Assistant							
Date	Time In	Time Out	Regular Hours	Overtime Hours	D/T Hours	Other Hours	Total Pay
Mon, Sep 10,2012	8:00 AM*	12 Noon *					
	1:00 PM*	4:30 PM*	7.50				135.00
Tue, Sep 11,2012	8:00 AM*	12 Noon *					
	1:00 PM*	5:00 PM*	8.00				144.00
Wed, Sep 12,2012	8:00 AM*	12 Noon *					
	1:00 PM*	5:00 PM*	8.00				144.00
Thu, Sep 13,2012	8:00 AM*	12 Noon *					
	1:00 PM*	5:00 PM*	8.00				144.00
Fri, Sep 14,2012	8:00 AM*	12 Noon *					
	1:00 PM*	5:02 PM*	8.03				144.54
Hours for Betsy Assistant			39.53				
Total Pay.....			711.54				711.54
Daily Summary							
Date			Regular Hours	Overtime Hours	D/T Hours	Other Hours	Total Pay
Mon, Sep 10,2012			16.50				360.00
Tue, Sep 11,2012			17.00				369.00
Wed, Sep 12,2012			17.00				369.00
Thu, Sep 13,2012			17.00				369.00
Fri, Sep 14,2012			12.03	5.00			432.04
Sat, Sep 15,2012						9.00	225.00
Report Hours.....			79.53	5.00		9.00	
Total Pay.....			1711.54	187.50		225.00	2124.04
* Indicates Time Has Been Changed							

