

time clock

Datacon has an optional software package, which allows you to use your Datacon Dental System to keep track of employee time. The Datacon Time Clock will eliminate the need for an expensive mechanical time clock and can save hours of tedious manual computations each pay period. In addition, the Time Clock allows for reporting long-term attendance history, and an off-premises backup copy of important employment records.

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.

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

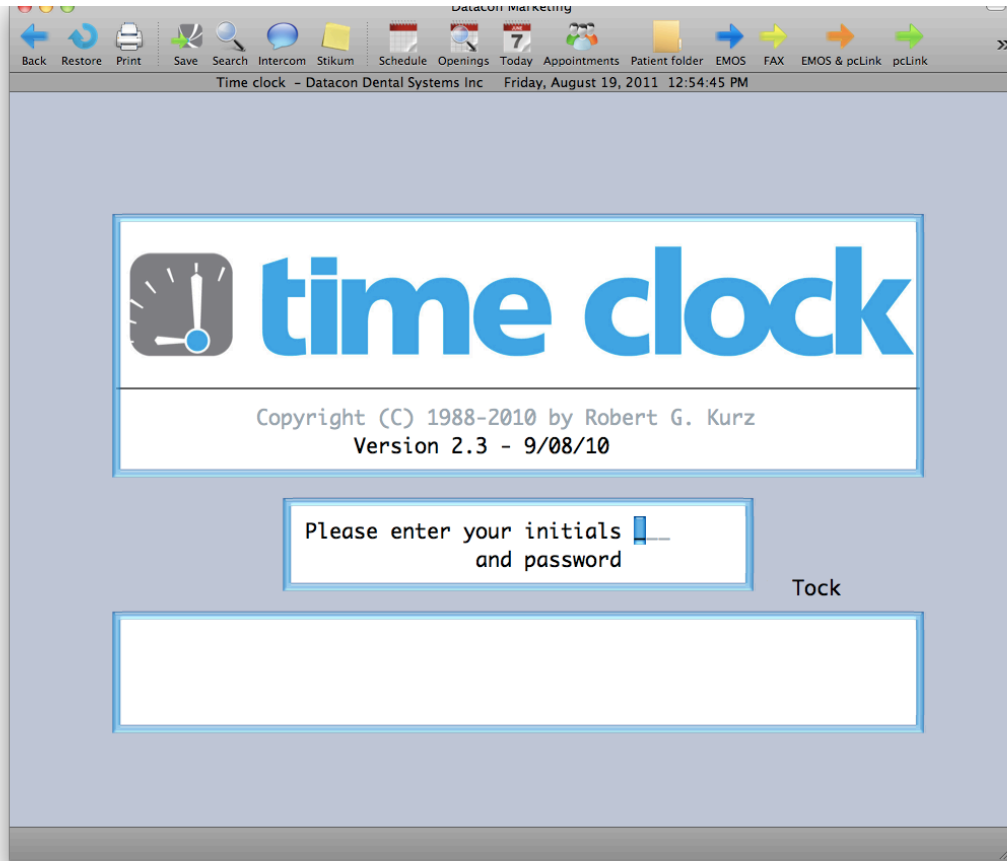
Easily available at all times, either on the screen or in printed reports. You can even see who is present by viewing who is currently logged in or out.

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.



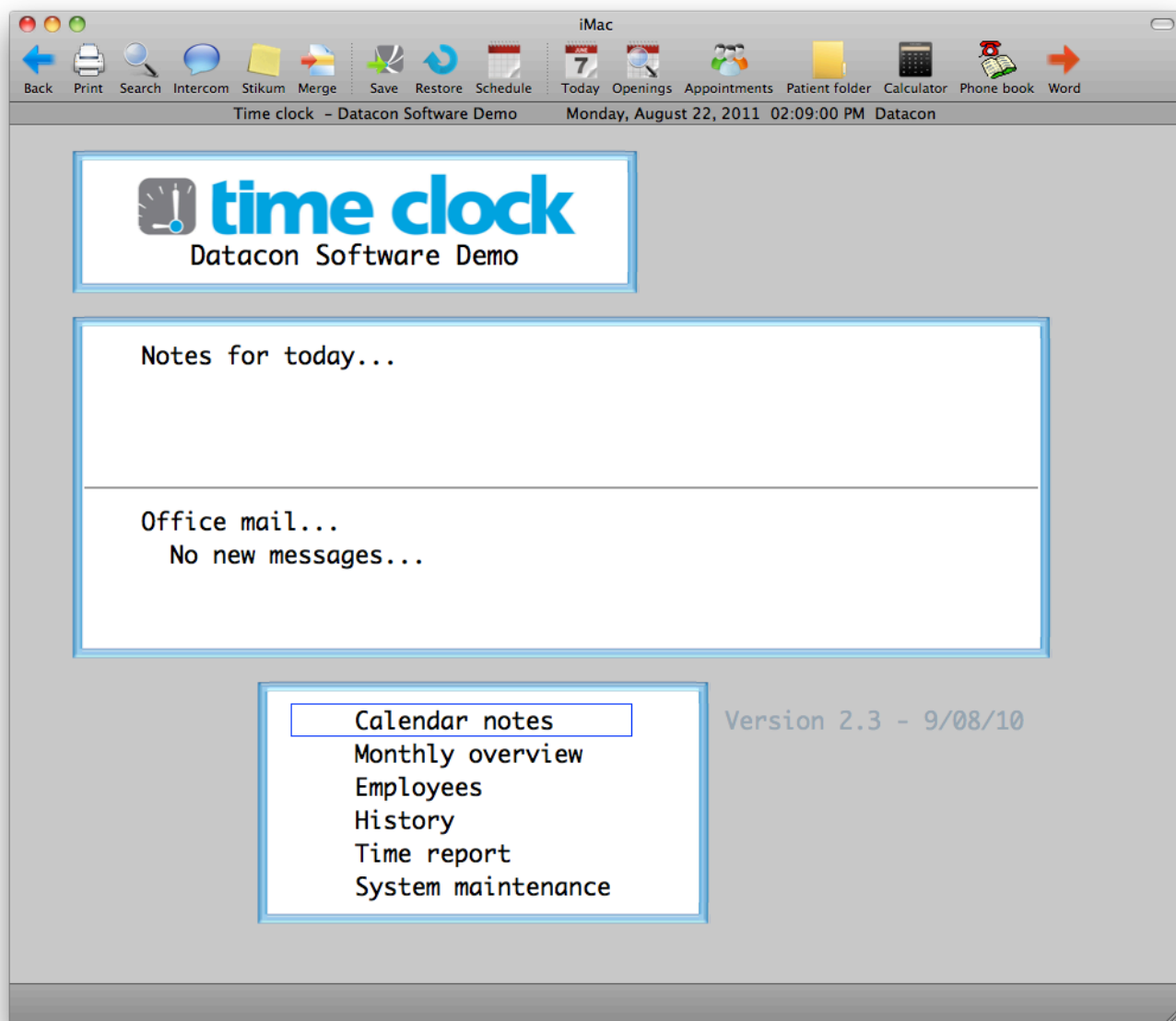
Time Clock Menu

- Enter your initials and password to get into the Time Clock Menu.
- Hit "N" when asked to punch in or out.

"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.

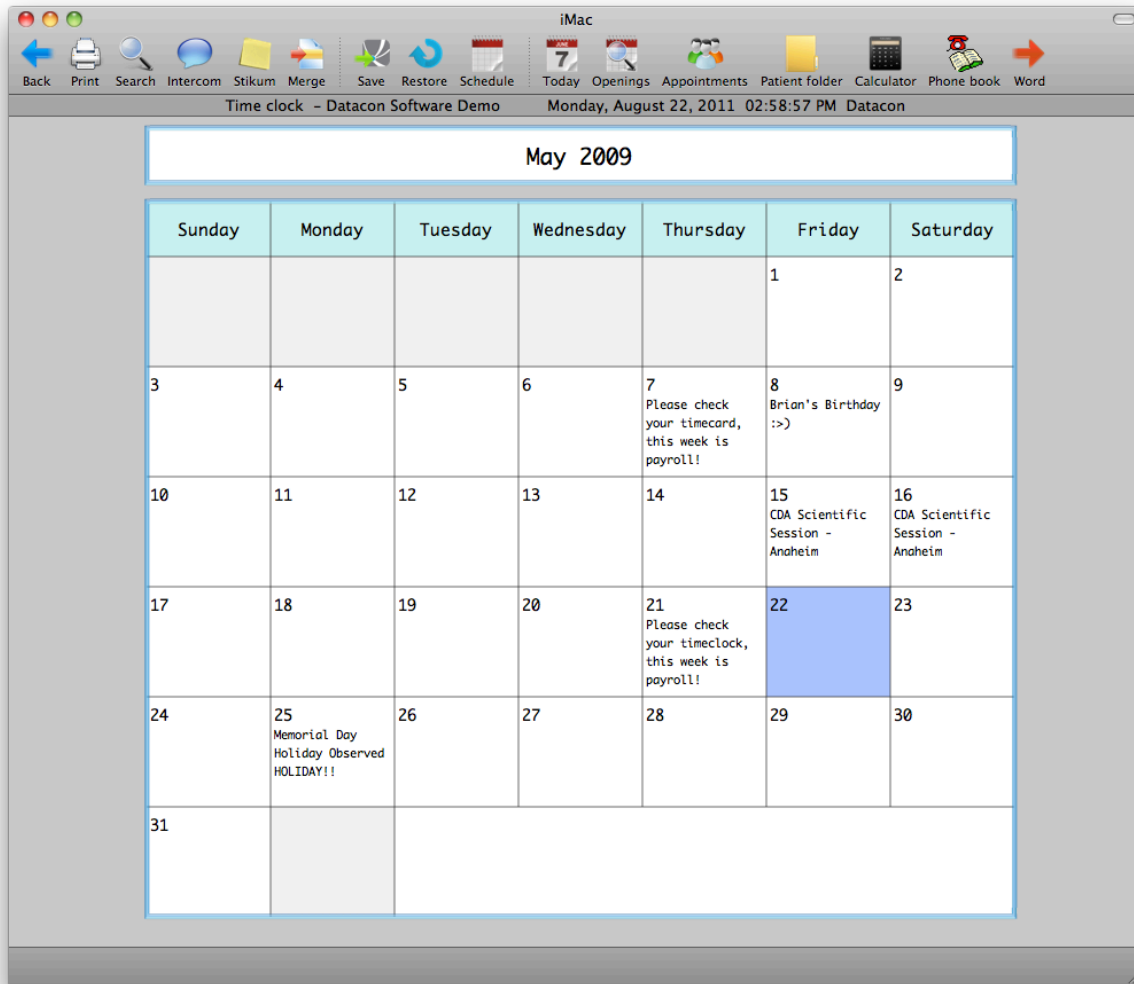
To read your email, select "Office mail..."
Select the message in your "Inbox" to view full email.



Calendar Notes

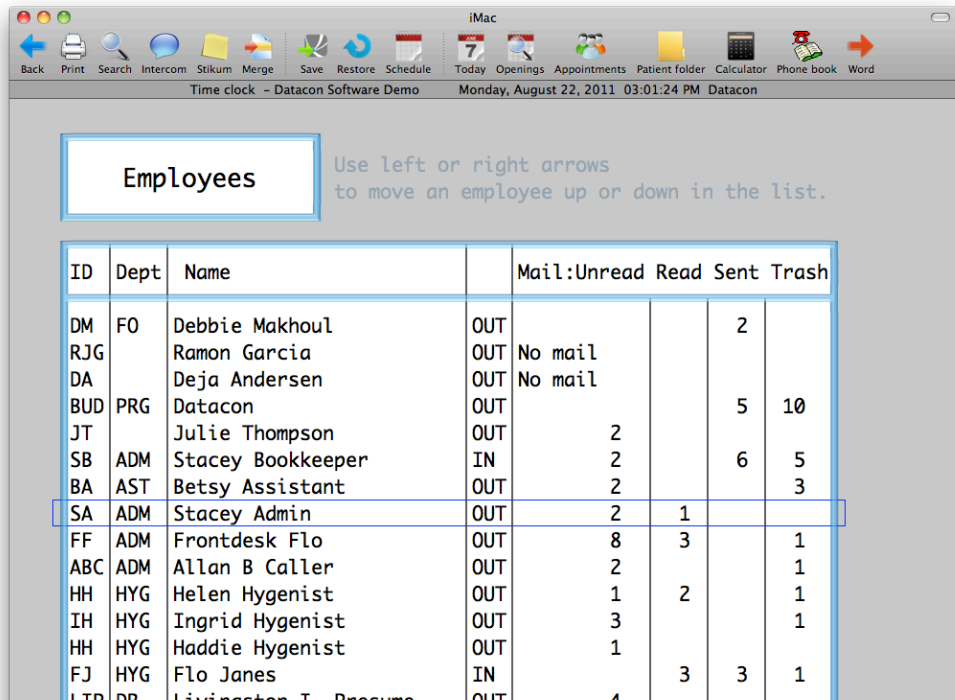
To add a calendar note (for all staff members with access to Time Clock):

- Select "Calendar Notes"
- Select the day you would like to enter a message and begin typing your notes for the day.



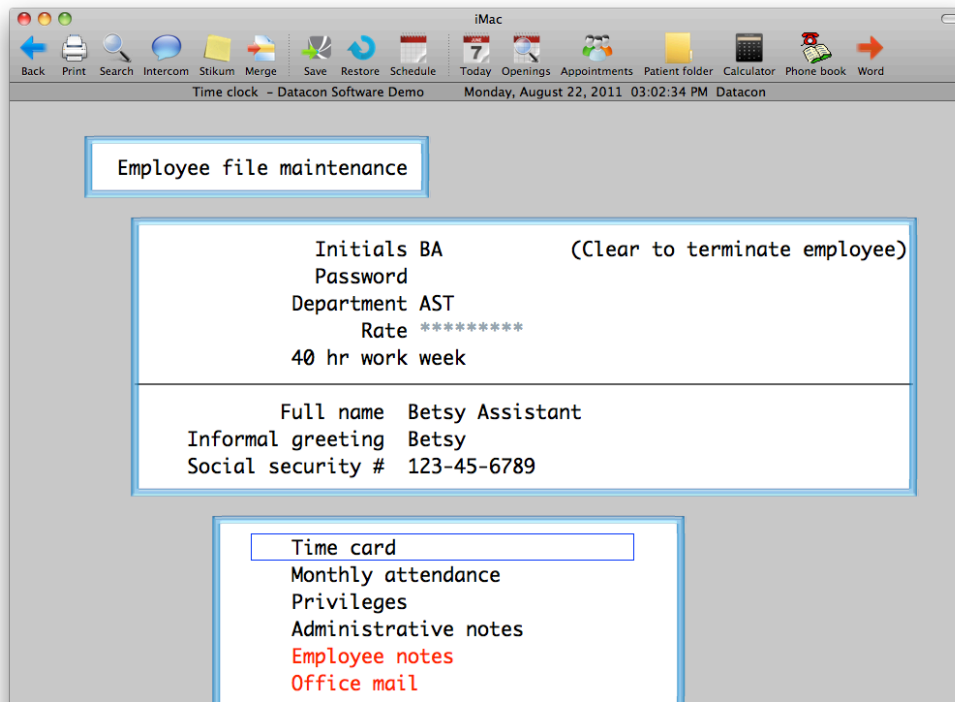
Employee Information

Current employee attendance is displayed in the Employees screen:



ID	Dept	Name	Mail:Unread	Read	Sent	Trash
DM	FO	Debbie Makhoul	OUT		2	
RJG		Ramon Garcia	OUT	No mail		
DA		Deja Andersen	OUT	No mail		
BUD	PRG	Datacon	OUT		5	10
JT		Julie Thompson	OUT	2		
SB	ADM	Stacey Bookkeeper	IN	2	6	5
BA	AST	Betsy Assistant	OUT	2		3
SA	ADM	Stacey Admin	OUT	2	1	
FF	ADM	Frontdesk Flo	OUT	8	3	1
ABC	ADM	Allan B Caller	OUT	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	Flo Janes	IN		3	1
ITD	PP	Livinston T. Prosser	OUT	4		

Employee information is stored in the Employee file maintenance screen:



Employee file maintenance

Initials BA (Clear to terminate employee)
 Password
 Department AST
 Rate *****
 40 hr work week

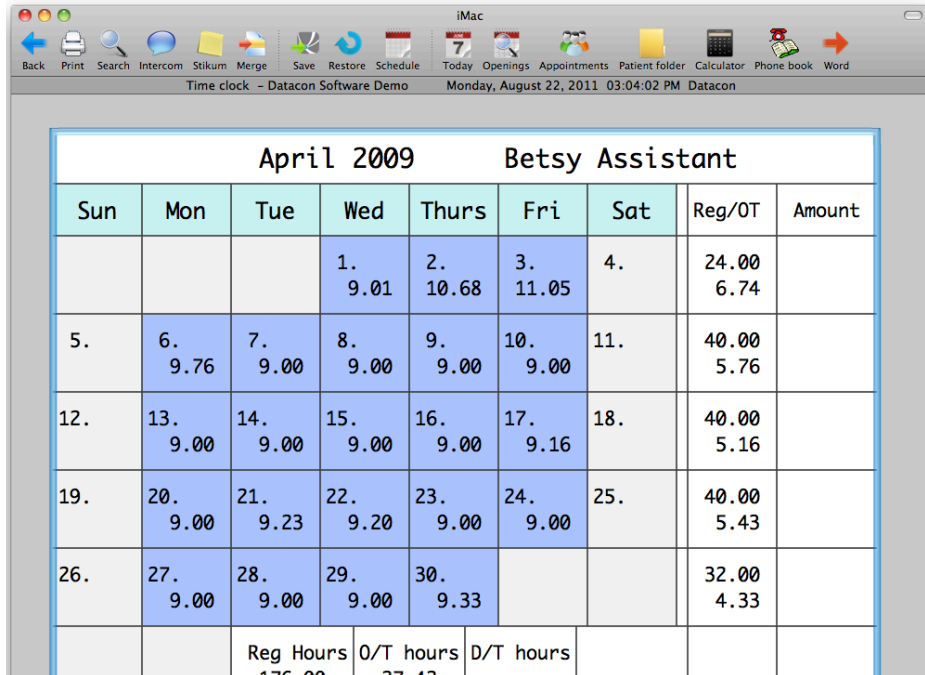
Full name Betsy Assistant
 Informal greeting Betsy
 Social security # 123-45-6789

Time card

- Monthly attendance
- Privileges
- Administrative notes
- Employee notes
- Office mail

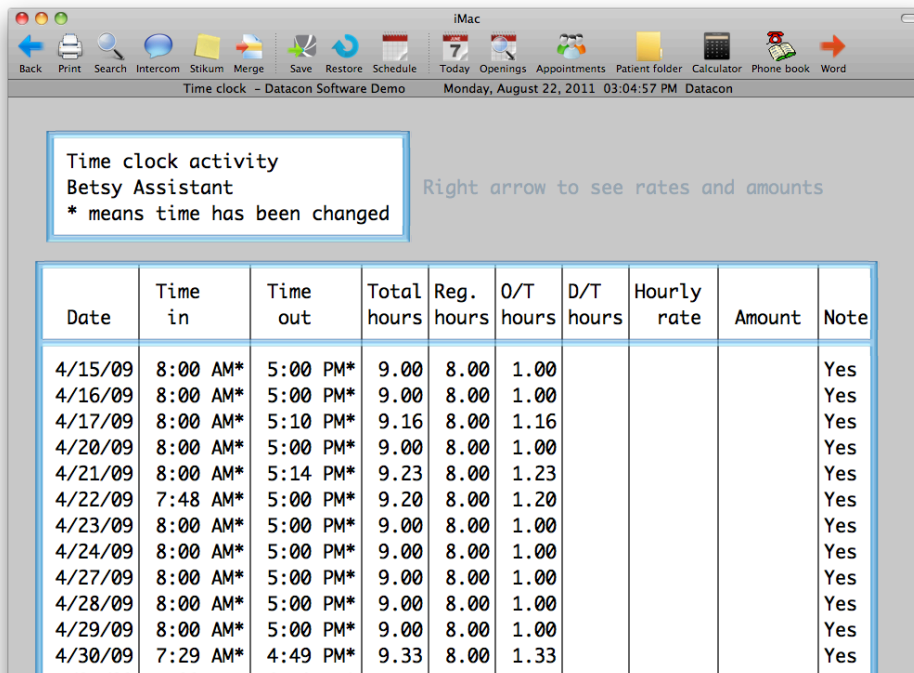
Employee Information

Employee attendance may be viewed by Month.....



April 2009							Betsy Assistant	
Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Reg/OT	Amount
			1. 9.01	2. 10.68	3. 11.05	4.	24.00 6.74	
5.	6. 9.76	7. 9.00	8. 9.00	9. 9.00	10. 9.00	11.	40.00 5.76	
12.	13. 9.00	14. 9.00	15. 9.00	16. 9.00	17. 9.16	18.	40.00 5.16	
19.	20. 9.00	21. 9.23	22. 9.20	23. 9.00	24. 9.00	25.	40.00 5.43	
26.	27. 9.00	28. 9.00	29. 9.00	30. 9.33			32.00 4.33	
Reg Hours			O/T hours	D/T hours				
176.00			27.43					

... or by Day:



Time clock activity
Betsy Assistant
* means time has been changed

Right arrow to see rates and amounts

Date	Time in	Time out	Total hours	Reg. hours	O/T hours	D/T hours	Hourly rate	Amount	Note
4/15/09	8:00 AM*	5:00 PM*	9.00	8.00	1.00				Yes
4/16/09	8:00 AM*	5:00 PM*	9.00	8.00	1.00				Yes
4/17/09	8:00 AM*	5:10 PM*	9.16	8.00	1.16				Yes
4/20/09	8:00 AM*	5:00 PM*	9.00	8.00	1.00				Yes
4/21/09	8:00 AM*	5:14 PM*	9.23	8.00	1.23				Yes
4/22/09	7:48 AM*	5:00 PM*	9.20	8.00	1.20				Yes
4/23/09	8:00 AM*	5:00 PM*	9.00	8.00	1.00				Yes
4/24/09	8:00 AM*	5:00 PM*	9.00	8.00	1.00				Yes
4/27/09	8:00 AM*	5:00 PM*	9.00	8.00	1.00				Yes
4/28/09	8:00 AM*	5:00 PM*	9.00	8.00	1.00				Yes
4/29/09	8:00 AM*	5:00 PM*	9.00	8.00	1.00				Yes
4/30/09	7:29 AM*	4:49 PM*	9.33	8.00	1.33				Yes

Employee Information

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.

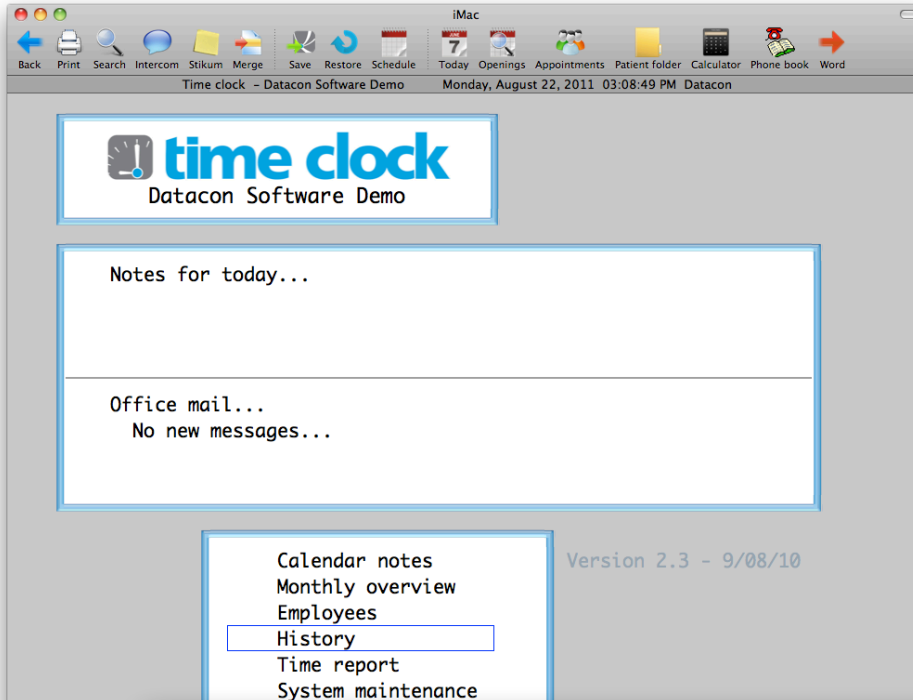
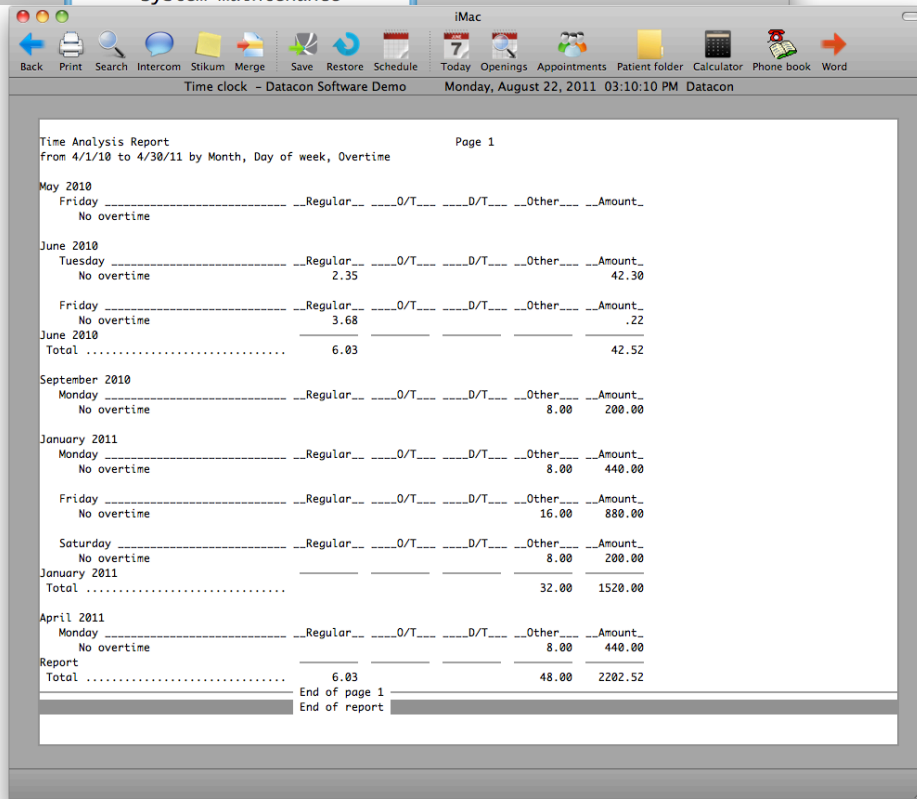
Time clock activity

Employee	Date	Time in	Time out	Total hours	Reg. hours	O/T hours	D/T hours
Datacon	1/01/11		Other	8.00			
Flo Janes	1/14/11	11:36 AM	11:36 AM				
Julie Thompson	1/14/11		Other	8.00			
Julie Thompson	1/14/11		Other	8.00			
Julie Thompson	1/31/11		Sick	8.00			
Julie Thompson	4/25/11		Personal	8.00			
Stacey Bookkeeper	5/01/11	8:00 AM	8:00 PM	12.00	12.00		
Stacey Bookkeeper	5/02/11	7:00 AM	7:00 PM	12.00	12.00		
Stacey Bookkeeper	5/03/11	7:00 AM	7:00 PM	12.00	12.00		
Stacey Bookkeeper	5/04/11	7:00 AM	5:00 PM	10.00	10.00		
Stacey Bookkeeper	5/05/11	7:00 AM	3:00 PM	8.00	6.00	2.00	
Stacey Bookkeeper	5/06/11	1:15 PM	5:02 PM	3.78		3.78	
Debbie Makhoul	5/09/11		Holiday	8.00			
Julie Thompson	7/05/11		Vacation	8.50			
Flo Janes	7/18/11	9:58 AM	-- -- --				
Stacey Bookkeeper	8/19/11	1:19 PM	-- -- --				

Time Analysis Report

The Time Analysis Report has several sort options:

To access the Time Analysis Report area, click on "Print" button while inside the History Screen

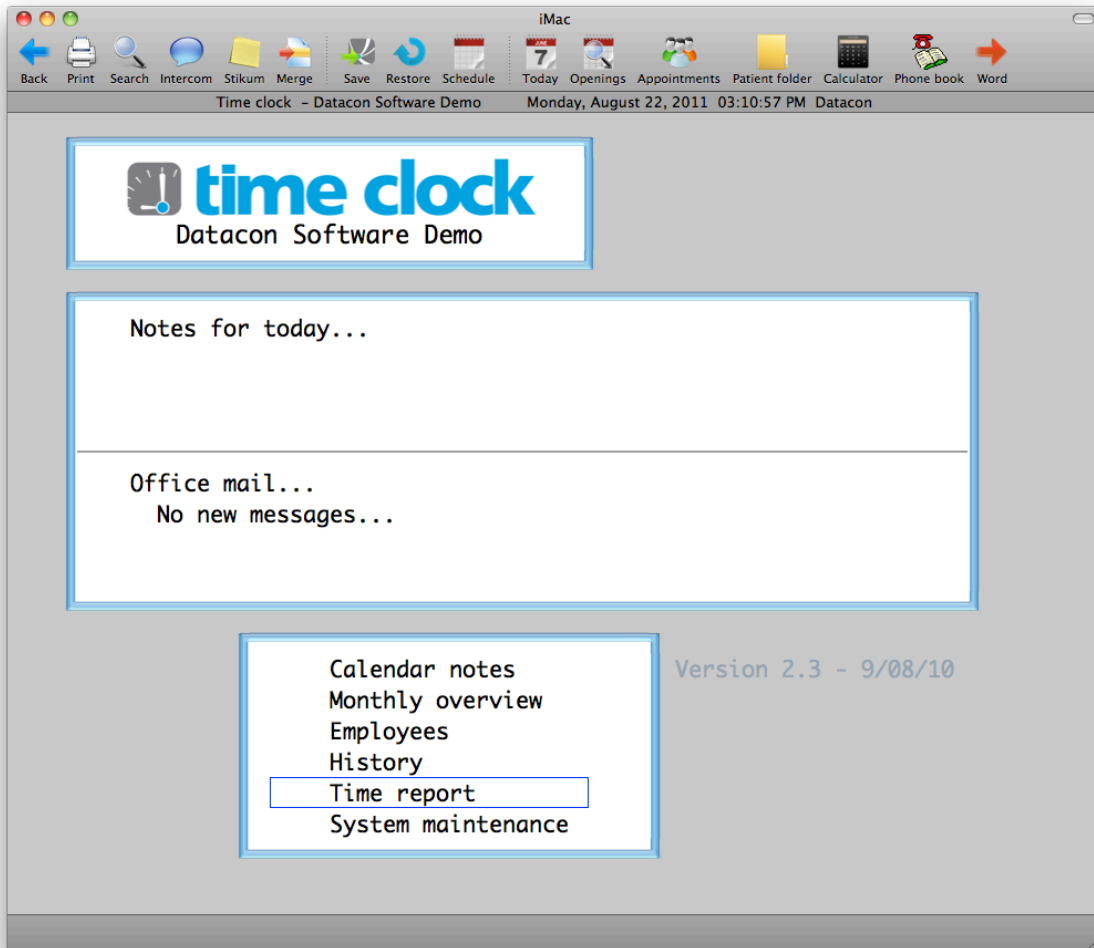



The screenshot shows the 'Time Analysis Report' printout. The title is 'Time Analysis Report' and the subtitle is 'From 4/1/10 to 4/30/11 by Month, Day of week, Overtime'. The report is on 'Page 1'. The data is organized by month and day of the week, showing hours worked, overtime, and amounts.

Month	Day	Regular	O/T	D/T	Other	Amount
May 2010	Friday					No overtime
June 2010	Tuesday	2.35				42.30
June 2010	Friday	3.68				.22
June 2010	Total	6.03				42.52
September 2010	Monday				8.00	200.00
January 2011	Monday				8.00	440.00
January 2011	Friday				16.00	880.00
January 2011	Saturday				8.00	200.00
January 2011	Total				32.00	1520.00
April 2011	Monday				8.00	440.00
Report	Total	6.03			48.00	2202.52

The report ends with 'End of page 1' and 'End of report'.

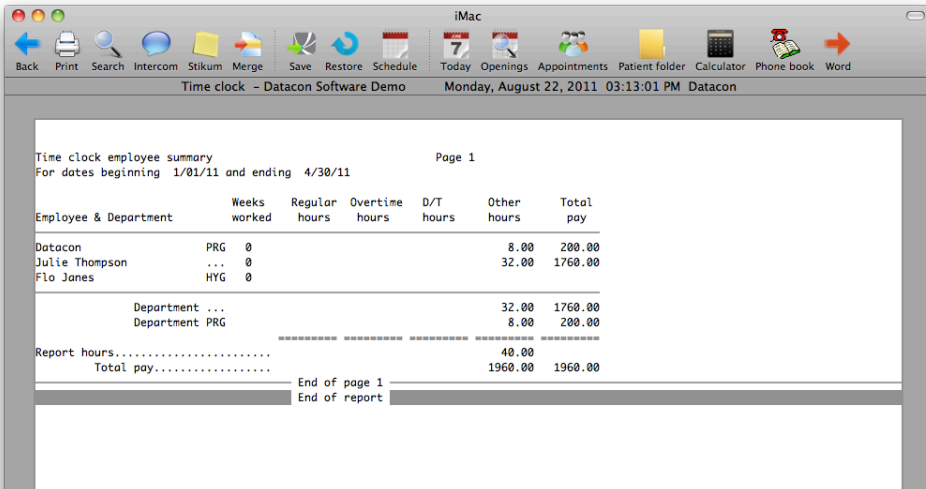
The Time Report



The Time Report

The Time Report summarizes activity by:

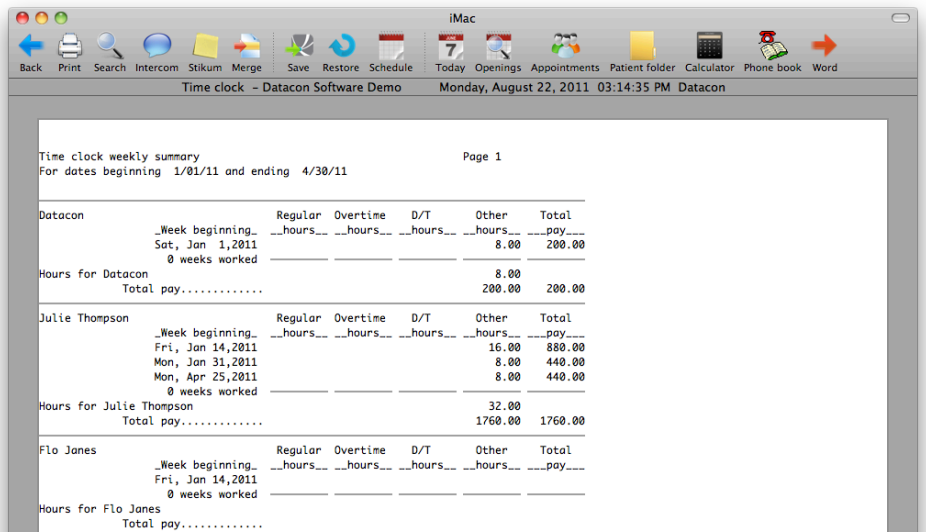
Employee:



Time clock employee summary
For dates beginning 1/01/11 and ending 4/30/11

Employee & Department	Weeks worked	Regular hours	Overtime hours	D/T hours	Other hours	Total pay
Datacon	PRG 0				8.00	200.00
Julie Thompson	... 0				32.00	1760.00
Flo Janes	HYG 0					
Department ...					32.00	1760.00
Department PRG					8.00	200.00
Report hours.....					40.00	
Total pay.....					1960.00	1960.00

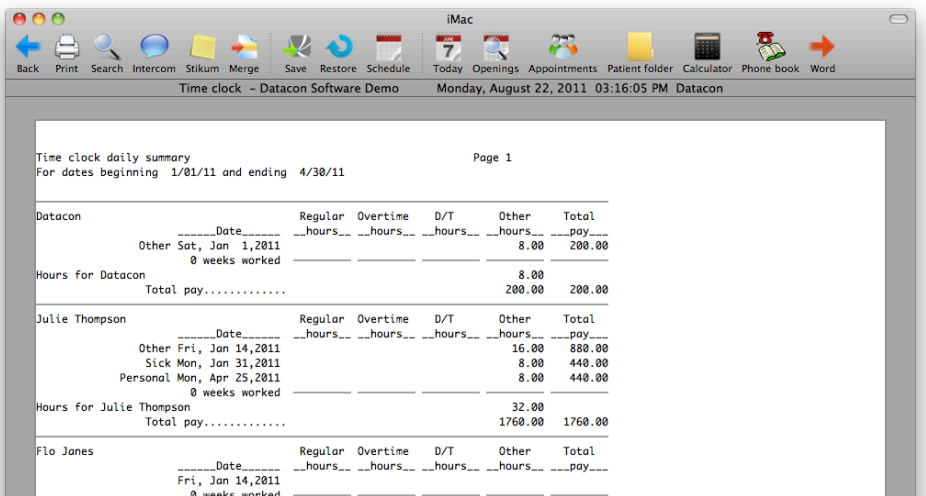
Week:



Time clock weekly summary
For dates beginning 1/01/11 and ending 4/30/11

Employee	Week beginning	Regular hours	Overtime hours	D/T hours	Other hours	Total pay
Datacon	Sat, Jan 1, 2011	0			8.00	200.00
Hours for Datacon					8.00	200.00
Julie Thompson	Fri, Jan 14, 2011				16.00	880.00
	Mon, Jan 31, 2011				8.00	440.00
	Mon, Apr 25, 2011				8.00	440.00
Hours for Julie Thompson					32.00	1760.00
Flo Janes	Fri, Jan 14, 2011	0				
Hours for Flo Janes						

Day:



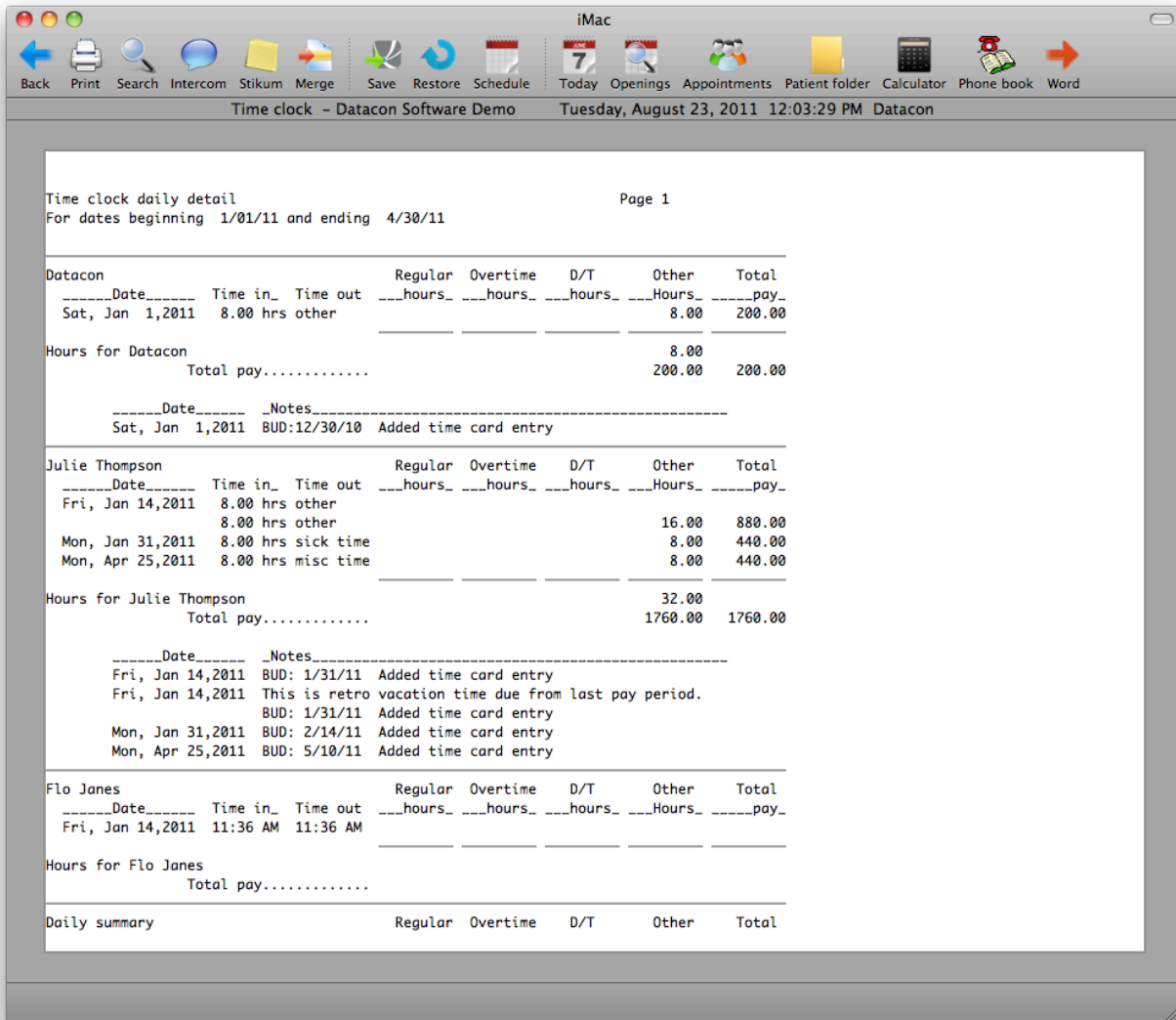
Time clock daily summary
For dates beginning 1/01/11 and ending 4/30/11

Employee	Date	Regular hours	Overtime hours	D/T hours	Other hours	Total pay
Datacon	Other Sat, Jan 1, 2011				8.00	200.00
Hours for Datacon					8.00	200.00
Julie Thompson	Other Fri, Jan 14, 2011				16.00	880.00
	Sick Mon, Jan 31, 2011				8.00	440.00
	Personal Mon, Apr 25, 2011				8.00	440.00
Hours for Julie Thompson					32.00	1760.00
Flo Janes	Fri, Jan 14, 2011	0				
Hours for Flo Janes						

The Time Report

The Time Report can display Daily Detail for selected employees.

You can also include the notes for each day to be printed with this report.



Time clock daily detail
For dates beginning 1/01/11 and ending 4/30/11

Page 1

Datacon			Regular	Overtime	D/T	Other	Total
_____Date_____	Time in_	Time out	___hours_	___hours_	___hours_	___Hours_	_____pay_
Sat, Jan 1,2011	8.00 hrs	other				8.00	200.00
Hours for Datacon						8.00	
Total pay.....						200.00	200.00
_____Date_____	_Notes_		-----				
Sat, Jan 1,2011	BUD:12/30/10		Added time card entry				

Julie Thompson			Regular	Overtime	D/T	Other	Total
_____Date_____	Time in_	Time out	___hours_	___hours_	___hours_	___Hours_	_____pay_
Fri, Jan 14,2011	8.00 hrs	other					
	8.00 hrs	other				16.00	880.00
Mon, Jan 31,2011	8.00 hrs	sick time				8.00	440.00
Mon, Apr 25,2011	8.00 hrs	misc time				8.00	440.00
Hours for Julie Thompson						32.00	
Total pay.....						1760.00	1760.00
_____Date_____	_Notes_		-----				
Fri, Jan 14,2011	BUD: 1/31/11		Added time card entry				
Fri, Jan 14,2011	BUD: 1/31/11		This is retro vacation time due from last pay period.				
Fri, Jan 14,2011	BUD: 1/31/11		Added time card entry				
Mon, Jan 31,2011	BUD: 2/14/11		Added time card entry				
Mon, Apr 25,2011	BUD: 5/10/11		Added time card entry				

Flo Janes			Regular	Overtime	D/T	Other	Total
_____Date_____	Time in_	Time out	___hours_	___hours_	___hours_	___Hours_	_____pay_
Fri, Jan 14,2011	11:36 AM	11:36 AM					
Hours for Flo Janes							
Total pay.....							

Daily summary	Regular	Overtime	D/T	Other	Total

Notice the audit trail that records when and who made any changes to the time cards!