TimeClick Help Reference

Top Next

NOTE: To view the entire Table of Contents double-click on the closed book to the left of the TimeClick Help Reference topic under the Table of Contents heading.

Congratulations on your purchase of TimeClick. Now tracking and calculating your employees' hours can be done effectively and effortlessly. TimeClick replaces your manual time clock with a personal computer. TimeClick will track your employee hours - including worked time, breaktime, overtime, vacations, sick leave, paid holidays, PTO (paid time off), Unplanned PTO, Bereavement time, No Pay Time and time spent away from the office or work area.

TimeClick can be used with any manual or computerized payroll available. It works with any payroll cycle - daily, weekly, biweekly, semi-monthly, monthly, etc. TimeClick reports or files can be used to input employee hours directly into your payroll.

TimeClick is fast and simple to use. Depending on the license you purchase, TimeClick works on a single computer system or on small to very large networks.

Copyright Information

Previous Top Next

HTI and all distributors of HTI products warrant to the original purchaser of TimeClick, that for a period of 30 days, from the original date of purchase, that under normal conditions of use, the diskette media containing the TimeClick software will be free of defects in material and workmanship. Should a diskette become defective in this period, the distributor will replace it free of charge.

If during this 30-day period, a defect in software should appear, you must notify the distributor in writing. Your sole right with respect to a defect in software will be the replacement of the software with the most current version available to the public.

HTI and all distributors also disclaim all liability as well as incidental and consequential damages which may result from the use of TimeClick and/or the hardware on which it has been installed, and/or as a result of operating TimeClick within the user's hardware and/or software environment.

IN NO EVENT WILL HTI OR ANY DISTRIBUTOR OF HTI PRODUCTS BE LIABLE FOR ANY CONSEQUENTIAL, SPECIAL, INCIDENTAL, DIRECT, OR INDIRECT DAMAGES RESULTING FROM THE USE OF TIMECLICK AND THE PURCHASER WILL ASSUME ANY AND ALL COSTS RESULTING IN THE USE OR FAILURE OF THIS PRODUCT.

YOUR RIGHTS VARY FROM STATE TO STATE

Software License Agreement

Previous Top Next

License Agreement

Read carefully the following terms and conditions. Use of this product constitutes your acceptance of these terms and conditions and your agreement to abide by them.

This is a legal agreement between you (either an individual or an entity), the end user, and Hawkeye Technology Inc. (Company). By continuing with the installation of this software, you are agreeing to be bound by the terms of this Agreement. If you do not agree to the terms; you purchased this package directly from Hawkeye Technology; and you have not received a registration unlock code, promptly return the entire package (including written materials and binders or other containers) within thirty (30) days of original purchase to Hawkeye Technology for a refund, less the shipping and handling charges. You must also provide a notarized affidavit that affirms that the software has been completely removed from all of your computers.

You, the original purchaser, are granted a non-exclusive license to use this Software under the terms stated in this Agreement. You may not use this Software on more than one computer (i.e. a single CPU) at the same time, unless you have purchased a Network License, in which case you may use the Software on the number of computers up to the maximum limit of your network license. You may not rent or lease the software, but you may transfer it on a permanent basis if the person receiving it also agrees to the terms of this Agreement and you notify Hawkeye Technology, Inc. in writing prior to the transfer. If the software is an update, any transfer must include the update and all prior versions

NO WARRANTIES. THE SOFTWARE AND ACCOMPANYING DOCUMENTATION ARE PROVIDED "AS-IS" WITHOUT ANY WARRANTY WHATSOEVER. YOU ASSUME ALL RISKS AND RESPONSIBILITIES FOR SELECTION OF THE SOFTWARE TO ACHIEVE YOUR INTENDED RESULTS, AND FOR THE INSTALLATION OF, USE OF, AND RESULTS OBTAINED FROM THE SOFTWARE. THE COMPANY MAKES NO WARRANTY THAT THE SOFTWARE WILL BE ERROR FREE OR FREE FROM INTERRUPTION OR FAILURE, OR THAT IT IS COMPATIBLE WITH ANY PARTICULAR HARDWARE OR SOFTWARE. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE COMPANY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT WITH RESPECT TO THE SOFTWARE AND THE ACCOMPANYING WRITTEN MATERIALS. SOME STATES DO NOT ALLOW LIMITATIONS ON IMPLIED WARRANTIES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. YOU HEREBY ACKNOWLEDGE THAT THE SOFTWARE MAY NOT BE AVAILABLE OR BECOME UNAVAILABLE DUE TO ANY NUMBER OF FACTORS INCLUDING, WITHOUT LIMITATION, PERIODIC SYSTEM MAINTENANCE, SCHEDULED OR UNSCHEDULED, ACTS OF GOD, TECHNICAL FAILURE OF THE SOFTWARE, TELECOMMUNICATIONS INFRASTRUCTURE, OR DELAY OR DISRUPTION ATTRIBUTABLE TO VIRUSES, DENIAL OF SERVICE ATTACKS, INCREASED OR FLUCTUATING DEMAND, ACTIONS AND OMISSIONS OF THIRD PARTIES, OR ANY OTHER CAUSE REASONABLY BEYOND THE CONTROL OF THE COMPANY. THEREFORE, THE COMPANY EXPRESSLY DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTY REGARDING SYSTEM AND/OR SOFTWARE AVAILABILITY, ACCESSIBILITY, OR PERFORMANCE.

LIMITED LIABILITY; NO LIABILITY FOR CONSEQUENTIAL DAMAGES. YOU ASSUME THE ENTIRE COST OF ANY DAMAGE RESULTING FROM YOUR USE OF THE SOFTWARE AND THE INFORMATION CONTAINED IN OR COMPILED BY THE SOFTWARE, AND THE INTERACTION (OR FAILURE TO INTERACT PROPERLY) WITH ANY OTHER HARDWARE OR SOFTWARE WHETHER PROVIDED BY THE COMPANY OR A THIRD

PARTY. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL THE COMPANY OR ITS SUPPLIERS OR LICENSORS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, LOSS OF GOODWILL, WORK STOPPAGE, HARDWARE OR SOFTWARE DISRUPTION, IMPAIRMENT OR FAILURE, REPAIR COSTS, TIME VALUE OR OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE, OR THE INCOMPATIBILITY OF THE SOFTWARE WITH ANY HARDWARE, SOFTWARE OR USAGE, EVEN IF YOU HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL COMPANY'S TOTAL LIABILITY TO YOU FOR ALL DAMAGES IN ANY ONE OR MORE CAUSE OF ACTION, WHETHER IN CONTRACT, TORT OR OTHERWISE, EXCEED THE AMOUNT PAID BY YOU FOR THE SOFTWARE. BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU. IN NO EVENT SHALL THE LIABILITY OF HAWKEYE TECHNOLOGY FOR ANY DAMAGES EXCEED THE PRICE PAID FOR THE LICENSE, REGARDLESS OF THE CLAIM.

Hawkeye Technology, Inc. will provide thirty (30) days of technical support from the original purchase date on new purchases, excluding replacement disks, service packs, etc. Additional support after thirty days from original purchase can be purchased at the company's then current rate.

This Agreement shall be construed and enforced in accordance with the laws of the State of Utah and shall inure to the benefit of Hawkeye Technology, Inc., its successors, administrators, heirs, or assigns. Any action or proceeding brought by either party against the other arising out of or related to the Agreement shall be brought only in a Court of competent jurisdiction located in County of Cache, in the State of Utah. The parties agree to personal jurisdiction in the State of Utah.

If any provision of this Agreement is found void, invalid, or unenforceable, it will not affect the validity of the balance of this Agreement, which shall remain valid and enforceable to its terms.

Should you have any questions concerning this Agreement, please contact in writing: Hawkeye Technology Inc., 2072 North Main, Logan, Utah 84341

System Requirements

Previous Top Next

TimeClick will run on any PC compatible computer that runs Windows XP or more recent.

The required hard disk requirements will vary with how many employees and how long the clock data is kept but a minimum of 40 MB hard disk space is likely needed to load the required TimeClick programs and your initial data files.

Depending on the license purchased, TimeClick will run on stand-alone computers and most networks. TimeClick reports will print on any printer supported by Windows XP or more recent.

For TimeClick to track time properly, the computer on which it is installed must have a date/clock calendar installed and should keep accurate time. If the "Sync WS Time and Date with Server" feature is enabled, the clock of the workstation is not critical to TimeClick because the time and date is pulled from the server before every TimeClick action is recorded.

Reference Manual

Previous Top Next

Need for a separate Reference Manual or other software products to view a separate manual has been replaced with this E-Book.

By accessing this reference manual electronically, you can search for the exact item or topic you need much faster. However, in the event you would like to have a hardcopy this entire document can be printed out by selecting the very first topic ("TimeClick Help Reference") at the top of the Table of Contents, selecting Print and then selecting "Print Topic and all Sub-topics".

Installation of TimeClick

Previous Top Next

Because TimeClick will not run from the original program CD, you must install it on your hard drive.

Follow these instructions to install TimeClick:

1. Place the TimeClick installation CD in the CD ROM drive on the server.
2. Double click on **My Computer** on your Window's desktop.
3. Double click on the CD ROM drive to view the files on the installation CD.
4. Double click on the **TCServerInstall.exe** file to start the installation**.**
6. Walk through the steps in the setup process. **NOTE:** It is recommended that you accept the default location and folder for installation.
7. A TimeClick icon will appear on your Windows desktop.
8. TimeClick is now installed on your computer.

NOTE: If you have purchased a Network License refer to the Network Installation Instructions in this chapter for the steps to complete your network install on your workstations.

You will need to register your license before the end of the trial period. See "Registering your TimeClick License". If TimeClick has not been registered by the end of the trial period, it will be disabled.

If you have any problems or questions, call Customer Service at (435) 753-4102, Monday through Friday, from 8:30 a.m. to 4:30 p.m. Mountain Daylight Time.

Note: If you are updating from a previous version of TimeClick it is very important that you have a complete backup before installing.

Entering Server IP Address and Port

Previous Top Next

TimeClick uses TCP/IP network communications to connect TimeClick over the Internet as well as your Local Area Network.

The first time you start TimeClick you will be prompted to enter the IP Address and Port where the TimeClick database resides. If you are running TiimeClick on the same computer where the TimeClick database is located enter 127.0.0.1 for the IP Address. The default port that TimeClick uses is 12010 and it is highly recommended to use the same port.

Obtain Server IP Address

If you are running TimeClick from a workstation you will need to obtain your server's IP Address.

To obtain your server's IP Address perform the following steps at your TimeClick Server:
1. Go to Start
2. Go to Accessories
3. Select Command Prompt
4. At the Command Prompt enter "ipconfig"
5. It will display your IP Address

The IP Address that is displayed will need to be entered into the workstation display screen where it is prompting for the IP Address, you must enter the port number at the same time.

Reset Server IP Address and Port Number

If you would like to reset your Server IP and/or Port Number, peform the following steps:

1. Go to Start
2. Go to All Programs
3. Go to TimeClick
4. Select "Server Config" or "Client Config" if you are on a client
5. Enter the appropriate IP Address of your TimeClick Server
6. Enter the appropriate Port Number your TimeClick Database Server is communicating through. By default TimeClick communicates through Port Number 12010.

Port Forwarding

If your TimeClick server is behind a router it will be necessary to create a port forward on your router. A technical document is available through our technical support team, should further assistance be needed please contact your Network Administrator as such support is out of the scope of TimeClick Support.

Registering your TimeClick License

Previous Top Next

1. Open TimeClick on your server or the computer that has the Administrative Module (the server install) on it. This is the icon with the gray logo.
2. Select Register Now.
3. Write down the serial number on the registration screen. Send an email to support@timeclick.com with your office name, phone number, and the serial number included in the message. If you have unregistered an old server, you will need to include the Transfer Key number as well. We will email you a registration password within 24 business hours. You can click "Run Without A Password" to use TimeClick while you are waiting for a password to be emailed to you and can run without password for 30 days.
4. After you have received a password, select the license that you purchased, enter in your company's name, email address, and the password on the registration screen.
5. Select OK.

If TimeClick has not been registered by the end of the trial period, it will be disabled. If you have any problems or questions, call Customer Service at (435) 753-4102, Monday through Friday, from 8:30 a.m. to 4:30 p.m. Mountain Daylight Time.

Unregistering TimeClick & Transferring License

Previous Top Next

Unregistering TimeClick

You must unregister TimeClick from your server before installing it on a new server. Follow the steps below to unregister your server:

1. Open TimeClick and Enter Administration Mode
2. Select "Utilities"
3. Select "Transfer Key"
4. Select "Unregister"
5. You will be given a transfer key number. Write this number down. You will not be given a new password for your new server without this transfer key number.
6. Email the transfer key number along with the new serial number from the registration screen on your new server to support@timeclick.com, and we will email a new password to you.

Unregistering A Workstation

If you have TimeClick installed on more workstations than allowed by your license, you will need to unregister as many workstations as necessary to bring you within the limit of your license. Or, if you need to move TimeClick to a new workstation and unregister it from an old workstation perform the following:

1. Open TimeClick and Enter Administration Mode
2. Select "Utilities"
3. Select "Unregister Workstation"
4. Select "Unregister"

Updates and Service Packs

Previous Top Next

If you are updating from a previous version of TimeClick it is very important that you have a complete backup before installing. To backup your data files, refer to **Backing Up Your Data**.

NOTE: We recommend that you use the default directories in the installation package and suggest that you do not install TimeClick into the same directory as a previous version of TimeClick.

Network Installations

Previous Top Next

To use TimeClick on a network requires that you purchase a network license and install a network version of TimeClick. There are features and file handling considerations in the network version that are not included in the single user version. To install TimeClick on a network client: (**NOTE:** Before proceeding with the steps below you should have already completed the steps listed under **Installation of TimeClick**)

Network License Installation

Perform the following steps on your **server**.

1. With your license folder still open in the **My Computer** window double-click on the **TCServerInstall.exe** file.
2. Walk through the steps in the setup process.
3. You have now successfully completed the network installation steps necessary on your server.

Workstation Installation

1. You should have already installed TimeClick on the network server using the **TCServerInstall.exe** file on the CD.
2. Place the TimeClick CD into the CD ROM drive of the workstation.

3. On the Windows Desktop double-click on the **My Computer** Icon.
4. Double-click on the CD drive to view the files on the CD.
5. Double-click on the **TCClientInstall.exe** file**.**
6. Proceed through the steps in the client setup process.
7. The client desktop will now have a TimeClick icon

IMPORTANT: Trying to use a single user version of TimeClick on a network is a violation of the licensing agreement and will result in unpredictable results.

To use TimeClick on a network requires a network license and a TimeClick network version of the software. Contact us at the phone number or address indicated in the support section if you would like to upgrade to a network version.

Status Screen and its Features

Previous Top Next

A status screen appears when TimeClick is initially opened. This section is provided to give you a feel for the TimeClick screen and its features. Each option on the status screen is discussed in more detail in the documentation.

Menu Bar

The menu bar is located at the top of the TimeClick screen. It has the following options:

Clock: This option provides employees with another way to clock in/out, have access to the Staff Options menu, and to view their own hours.

Monthly Calendar: Employees can view the calendar.

Administration: This menu provides access to the administration mode, which is covered in chapters 4 & 5.

Help: Directs users where to go for help.

Log Off: Exits the program.

Status Screen

The Status Screen displays all employees, their status (i.e. clocked in/out, breaks, etc.), time of their last clock action, the date of their last clock action, and comments. The current date and time is located on this screen as well. If you want to disable part of the status screen refer to the **Miscallenous Controls** topic.

Status Screen Options

The Options Button is located at the bottom of the TimeClick screen. It has the following options:

Department: Allows one or all departments to be viewed on the status screen.

Options: Another place to access the options of clocking in/out, viewing staff options, viewing hours, and viewing the calendar.

Previous 50: Provides access to the previous 50 employees if all employees cannot be displayed using the scroll bar on the right hand side.

Next 50: Provides access to the next 50 employees if all employees cannot be displayed using the scroll bar on the right hand side.

By Name: Provides a chart of the alphabet. When a specific letter is selected all the employees are listed beginning with those whose last name begins with the letter selected.

Select Employee: Selects highlighted employee.

Refresh: Refreshes the current status of employees on the status screen.

Log Off: Exits the program.

TimeClick Administration

Previous Top Next

This chapter will walk you through the procedures for setting up your administration preferences and record files. Chapter 5 provides a detailed explanation of the other options available on the Administration Menu.

Administration Mode

Previous Top Next

Access to the Administration Mode is provided in the Administration option on the TimeClick menu bar. You need to access the Administration Mode when first installing TimeClick, when changing administration options, when auditing the TimeClick files, when changing department or employee information, and when printing reports.

The initial default password for the administration function is "**system"**, all in lower case letters without the quotes. We recommend that you change your administration password to one that you will remember and that is unknown by others not authorized to access the adminstration mode. If you don't change it and an employee obtains this documentation they will be able to access the administration options.

If you should ever forget your password, contact our Technical Support for assistance. But, please note that there is a fee for this service if you have not purchased the annual support maintenance & upgrade service.

Accessing Administration Mode

Previous Top Next

Access to the Administration Mode is in the Administration option on the TimeClick menu bar. You need to access the Administration Mode when first installing TimeClick, when changing administration options, when auditing the TimeClick files, when changing department or employee information, and when printing reports.

The initial default password for the administration function is "**system"**, all in lower case letters without the quotes. We recommend that you change your administration password to one that you will remember and that is unknown by others not authorized to access the adminstration mode.

If you should ever forget your password, contact our Technical Support for assistance. Please note that there is a fee for this service if you have not purchased the annual support maintenance & upgrade service.

Complete the following steps to set up TimeClick preferences:

1. Open TimeClick by double-clicking the **TimeClick** icon on your Windows desktop.
2. Select the **Administration** option from the TimeClick menu bar and select **Enter Administration Mode**.
3. Enter your administration password and click **OK** (as indicated previously, the initial default password is **system** but you should change it if there are is a concern about unauthorized individuals having access to changing times and other administrative privileges.
4. The **Administration Options** are displayed.

Locking & Unlocking Time and Date

Previous Top Next

Better Option: In most cases, a more secure option than the above is to enable the **"Sync WS Time and Date with Server"** option. This option allows the user to synchronize the system time of the workstation with the system time of the server automatically before every TimeClick action is executed. This feature was added upon request of numerous users because they were having a problem with some of their employees adjusting their workstation time.

TimeClick Preferences

Previous Top Next

TimeClick Preferences allow you to set the administration password, set the pay period for your payroll time reports and set various other defaults for TimeClick.

To access TimeClick Preferences:

1. Choose **Enter Administration Mode** from the Administration pull-down menu. The administration password screen appears. The initial default password is **system**, all in lower case letters.
2. Enter the Administration password and click **OK**. The Administration Options screen appears. From this screen you can access all of TimeClick's options.
3. Choose **Preferences** and the Set TimeClick Administration Options screen will appear.

Now you can replace the default settings for TimeClick with those of your company.

Registered User Name

Previous Top Next

Enter your company or licensee name here. The name you enter will appear on all TimeClick reports.

Passwords and Misc. Controls

Previous Top Next

After entering adminstration mode, select the Password and Misc. Controls button to review the various options that you can enable or disable depending on your needs.

At this location you are allowed to change the passwords of your Administration Level, Level 2, and Department Supervisors. If you forget your passwords, email Technical Support at **support@timeclick.com** or call (435) 753-4102, for assistance to reset your password.

Note: If you have not purchased a technical support service plan, there is a fee for this service.

Administration Password

Previous Top Next

The default Administration password is **system**, all in lower case letters.

Level 2 Password

Previous Top Next

The initial Level 2 password is **repmgr**, all in lower case letters.

The Level 2 password allows access to report processing and time modifications. The administrator can have an assistant print reports, review them for errors, and make any corrections. The Level 2 password does not give access to employee records or time modifications, unless this feature is selected..

Sync WS Time to Server

Previous Top Next

This option allows you to synchronize the system time and date of the workstation with the system time and date of the server automatically before each TimeClick action is executed. When enabled, this feature will override any time changes at the workstation by synchronizing the time at the workstation just before any TimeClick action occurs.

This feature prevents employees or other users at workstations from modifying the time or date and destroying the integrity of the TimeClick actions. Even if the time or date at the workstation is changed, when this feature is enabled the time and date will automatically be synchronized with the Server before any TimeClick action is recorded.

Enable the WS Sync Time Feature:

These steps will need to be performed on each workstation that has TimeClick installed
2. Select Preferences
3. Select "Passwords and Misc. Controls"
4. Check the box next to "Sync WS Time to Server Before Action"
5. Using Notepad open the file named "**tctdsync.bat**" in the folder where you installed TimeClick (default location is C:\Program Files\Hawkeye Technology Inc\TimeClick\)
6. Replace "TIMESRV" on the Net Time Command Line with the IP Address of your Network Server (be sure to save the file after making the change).

NOTE: After completing these steps, verify that the feature is working by changing the time on a workstation and then perform a "Clock In" or "Clock Out" action to verify that the time on the workstation is reset to the Server time when the action occurs**.

** If this feature does not work after completing the above steps it may be necessary to copy the tctdsync.bat file into the Windows folder on each of the workstations where TimeClick will be running. If these steps do not resolve the problem contact TimeClick Technical Support for assistance.

Save Report File

Previous Top Next

This option allows you to save a report in a text file when a report is created. It is provided to allow you to send reports to other locations in a file format so they do not have to be faxed or otherwise delivered. If the option is not enabled the report file is automatically removed after it is previewed or printed. If this option is enabled and reports are run at the workstations, remember that the files are being saved and can take up needed disk storage space. It will be necessary to manually remove these files when you are finished with them and no longer need them.

The files are saved under the following file names:

1. If the file is created by the administrator at an administration station the report file name is saved as **TCRepSav.txt.** Each time you run a report from the administration module it will replace the previous file with the same file name.

2. Each time a report is run from a non-administrator workstation a report file is created with the name **TCR_WSRepSav_hhmmsshh.txt** where hhmmsshh represents the time (down to hundreths of a second) when the report file was created.

NOTE: Report files can be opened with notepad or wordpad and printed out but formatting may not be correct if the correct font and fontsize are not used.

Create Data Extraction File

Previous Top Next

This option extracts data from the All Employee Hours and Individual Hours reports and creates a comma delimited file containing the detailed clock in/out data that can be used for input to other programs such as spreadsheet programs, etc.

If this feature is enabled a file named **TCExtract.csv** is generated whenever an "All Employees Hours" or "Individual Hours" report is run. The report does not have to be printed and can be canceled after the "print preview" appears as the extraction file has been created at that point.

Note: For payroll input information, an ASCII extraction file is created with the Combined Report in the reports section. This file is named **TCPayroll.txt** and can be opened with notepad to view the file layout. For questions or assistance in using this file contact technical support.

Level 2 & Dept. Heads Can Modify Times

Previous Top Next

This option allows you to choose whether you want to allow level 2 administrators and department supervisors to modify employee times. If you do not want them to be able to modify the times leave this box unchecked. If you would like to allow you level 2 administrators and department supervisors to modify employee times check this box.

NOTE: Department supervisors are only allowed to modify times for employees in their department.

Miscellaneous Controls

Previous Top Next

Miscellaneous Controls allow you to configure the employee status screen.

> **Status Display & Employee Entries**: this will show both the current status (i.e. clocked in, begin break, etc.) of the employees and the time and date of their last clock action.
>
> **Status Display & No Employee Entries**: this will show the current status of the employees (i.e. clocked in, begin break, etc.) but will not show the date or time of their last clock action.
>
> **No Status Display & Employee Entries**: this will not show the current status of the employees (i.e. clocked in, begin break, etc.) but will show the date and time of their last clock action.
>
> **No Status Display & No Employee Entries**: this will turn the status screen display off and will only show the employees' names on the status screen.

Other Options

Previous Top Next

Reset Status to Beginning: if this option is selected the employee status screen will always return to the beginning of the employee list after an employee has performed a clock action.

Do Not Reset Status to Beginning: if this option is selected the employee status screen will only show employees whose last name comes after (alphabetically) the last employee that performed a clock action.

If you want to show more employees when this option is set you can use the department button and choose to display all departments or choose the by name button.

Allow Employee to View Hours: If you select this option your employees may view their hours from the the clock menu on the status screen or from the Options button on the status screen.

Do Not Allow Employee to View Hours: If you select this option your employees are prohibited from viewing their hours from the the clock menu on the status screen and from the Options button on the status screen.

Note: If you change these options you must restart the TimeClick program in order for the changes to take affect.

Round Clock Actions

Previous Top Next

This option allows TimeClick to round clock times for the reports by 1, 5, 10 or 15 minutes for all employees (e.g., if time is 3:33, TimeClick will round to 3:35 if option is set to 5 minutes). This feature should not be confused with the **Adjust to normal Start / End time** feature found in employee's work schedule in Chapter 4.

Enhanced Password Feature

Previous Top Next

With this feature selected, each employee will need to choose a password that is six(6) characters long and will need to chose a different password every thirty(30) days.

If an employee enters the wrong password three(3) times, their password is disabled and they have to contact the administrator to have it reset. When it is disabled it is set to the Level 2 Administrator Password.

Use Password to Quit Program

Previous Top Next

When selected, TimeClick will require the administrator's password to end TimeClick. This restricts non-authorized employees from shutting down TimeClick.

Allow Out-of-sequence Corrections

Previous Top Next

If selected, this feature allows employees to enter corrections in the event they forget to clock in, out, etc. However, whenever they enter a correction it is written to an audit file for the administrator to review. This feature saves the administrator time by allowing the employee to enter corrections. The administrator is provided with an audit file entry to monitor employee's entries and to make sure employees are not entering improper or dishonest entries.

If this option is not selected, clock actions can be recorded out of sequence (i.e. Two clock-in actions in a row). The employee is instructed to record errors in a log manually and the administrator has to make all the corrections.

Disable Staff Options

Previous Top Next

When selected employees will not be allowed to use the staff options from the TimeClick Status Screen or Menu Bar.

Note: If you change this option you must restart TimeClick before the changes will take affect.

Disable Auto Status Refresh

Previous Top Next

TimeClick is set to refresh the Workstation TimeClick status screen every sixty seconds so that the user does not have to select the "Refresh" button to update the status screen. However, if you are running TimeClick over a T-1 Line or a large network and it seems to be running slow, the adminstrator can choose the "Disable WS Auto Status Refresh" feature under Administration Preferences. This will disable the automatic status screen update and will require the workstation user to select the "Refresh" button to update the employee status screen manually.

Pay Period Designation

Previous Top Next

This feature allows you to indicate what your payroll cycle is and what day of the week they start on. Valid options are daily, weekly, biweekly, semi-monthly, monthly, and the seven days of the week. This feature in combination with the "Dates for First Pay Period" will automatically enter the dates for the last complete pay period into the date range for reports. Of course, these dates can be overridden but should often save some typing.

Dates for A Previously Completed Pay Period

Previous Top Next

By entering the beginning & ending date of a previous complete payroll period, TimeClick will automatically default to the last complete payroll period when you use an option in TimeClick that requires a date range if the box next to "Default to Last Complete Pay Period" is checked. This saves the time and effort of entering dates. Of course, you can always override the date if you need to. If the box is not checked, the date range in Reports and Modify Times will default to the current pay period.

Default to Last Complete Pay Period

Previous Top Next

1. Enter Administration Mode.
2. Select Preferences
3. If "Default to Last Complete Pay Period" is checked, the date range in Reports and Modify Times will default to your last completed pay period.
4. If "Default to Last Complete Pay Period" is not checked, the date range in Reports and Modify Times will default to the current pay period.

You can always override the default date range by selecting a beginning and ending date from the calendar when you are running a report or modifying times.

Administration Options

Previous Top Next

Administration Options are restricted to those who have the administrative password.

Adding and Editing Departments

Previous Top Next

Departments allow you to categorize employees according to their job functions or work locations. By grouping employees into departments, reports can be printed by department.

If you plan to use departments, we suggest that you enter them first, then add your employees into those departments. Each department can have a supervisor, who will be able to view every employee's hours within their department.

To add or edit a department:

1. From the **Administrative Options** screen, choose **Department**.
2. The Department Options are Add New Department, Change Department Name and Edit Department. Department names may contain up to 30 characters.

If you want to add supervisors for departments, we suggest you create all of your departments first, add your employees next, then return to **Department** to add your supervisors. After you have added employees and returned to departments, click the ellipses (… small icon box) by the **Supervisor** field, highlight the desired supervisor for the department and click **OK**. The employee number for the selected supervisor will now be entered into the supervisor field.

Adding and Editing Employees

Previous Top Next

To add or edit employee records:

1. From the **Administrative Options** screen, choose **Employees**.
2. A new screen appears with the options Add New Employee, Edit Employee Record, and Employee Name Change.
3. Select **Add New Employee** or **Edit Employee Record**.
4. The initial employee add-edit screen appears.
   NOTE: If you selected the Add New Employee, a screen will require you to enter the new employee's name and an initial password. You may want to establish a policy of making the employees initial password a standard (such as their first name), which they can change to anything they want later.
5. Once you have entered all of your employees, click **Finished** until you return to the **Administrative Options** screen.

See the "Employee Record Details" for a description of the fields in the employee record.

Employee Record Details

Previous Top Next

After you have entered the employee's name and password, you can now edit the information displayed on the Employee Record screen. Select Personal Information, Work schedule and Misc. Options and enter the information into the fields displayed on those screens. Most of the information in the Employee Record will be optional. Required information is the First Name, Last Name, and the Employee's Password

The following information will help you enter the information on your employee's record.

Department No.

To add an employee to a department:

1. Click the ellipses (… in small icon box) by the Department No. field. A list of departments appears.

NOTE: A list of departments will show only if you have set them up previously. Refer to "Adding or Editing Departments" to learn more.

2. Choose the desired department and click **Select**, which should bring you back to the employee's record.

Employee Status

(X) FULL TIME, EXEMPT:
These are employees who do not receive overtime compensation. They are exempt from state and federal laws requiring overtime pay for employees that work more than 40 hours a week.

For more information concerning current laws and regulations regarding overtime compensation, contact your personnel department or government agency involved with employee/employer relationships.

(F) FULL TIME, NON-EXEMPT: These are employees who can receive overtime compensation. They are protected by state and federal laws requiring overtime pay for employees that work more than 40 hours a week.

For more information concerning current laws and regulations regarding overtime compensation, contact your personnel department or government agency involved with employee/employer relationships.

(P) PART-TIME: These are employees who work fewer hours than a full-time employee.

(T) TEMPORARY: These are employees who are temps and not considered permanent employees.

Personal Information

You can enter any personal information on this page, which includes address, gender, birthdate, hire date, spouse, and phone numbers. In addition to this information, you can include payroll information and any other notes.

PAYROLL INFO: Displays optional information related to the employee's pay including last review date, next review date, hourly rate, salary, earnings, and taxes. This information is included for future payroll features to be added to TimeClick.

NOTES: Any miscellaneous information about the employee can be written and stored here.

Work Schedule

The Work Schedule button allows the administrator to enter an employee's work schedule with starting times and ending times. A modified schedule can also be entered for irregular working hours. An employee's schedule is needed if you want to use the "Adjust To Normal Start Or End Time If Within" feature.

ADJUST TO NORMAL START OR END TIME IF WITHIN (X) MINUTES
This feature allows you to adjust to the times entered under **Normal Schedule Worked**.

For example, assume starting time is set at 8:00 a.m. and **Adjust To Normal Start Or End Time If within (x) minutes** is set for 15 minutes. If an employee clocks in at 7:50 a.m., TimeClick will adjust the hours report to show the employee clocking in at 8:00 a.m. If the employee clocks in at 7:40 a.m. (outside the 15 minute "adjust" time), the hours report will show 7:40 a.m. If an employee clocks in late at 8:10, the hours report will show 8:10. Clocking out works the same.

Using the same parameters as mentioned above, except for an ending time of 5:00 p.m., an employee clocking out at 5:10 would have his/her time adjusted to 5:00. An employee leaving at 5:20 would receive the actual hours, as would an employee leaving before the normal ending time.

NOTE: If the **Adjust To Normal Start Or End Time If within (x) minutes** option is used, the report will reflect the adjustments but the actual times are recorded. You can set the adjust option off and re-run the report to see what effect the adjustments have.

MODIFIED SCHEDULE

The Modified Schedule allows you to enter different work schedules for each day of the week in the event that an employee's schedule varys depending on the day of the week.

Employee's Misc Options

The following check boxes in Employee's Misc Options, if marked, activate the option mentioned.

Eligible For OT: Allows TimeClick to calculate Overtime Pay hours for the employee.

Eligible - Bereavement Pay: TimeClick tracks bereavement hours taken by the employee.

Eligible - PTO: TimeClick tracks PTO (Paid Time Off) hours taken by the employee.

Eligible - Unplanned PTO: TimeClick tracks Unplanned PTO hours taken by the employee.

Eligible - Vacation Pay: TimeClick tracks Vacation hours taken by the employee.

Eligible for Holiday Pay: TimeClick tracks Holiday hours taken by the employee.

Eligible - Sick Pay: TimeClick tracks Sick Pay hours taken by the employee.

Eligible - Other Pay: TimeClick tracks other pay hours for the employee.

Do Not Include Employee On Reports: Excludes the employee from all TimeClick reports, except the Employee List. One possible use for this field is if you have supervisors that you want to have access to TimeClick but they are not required to clock in/out. In order for supervisors to have access to TimeClick they must have an employee record with a password. But setting this option on excludes them from the reports.

Accruals

The accruals screen is where an employees' available accrual time will be saved. You can manually update this information through the employees record or see the topic "Accruing Vacation, Sick, and PTO" in the reference manual to have time automatically accrued based on hours worked or pay period worked and updated as the time is used.

Deleting Employee Records

Previous Top Next

As employees terminate you will eventually want to delete them from your TimeClick files. We recommend that employees are not deleted until the end of the calendar year. This permits them to show on any year-to-date reports you want to run at year-end.

An employee will show as terminated when there is a date in the **Termination Date** field in the Employee Personal Information screen. Terminated employees can be included or excluded from reports by selecting that desired option in **the Report Preferences** which is an option on the Administrative Options screen, discussed in chapter 5. Terminated employees will not show on the Status Screen, but will still be available to the Administrator until actually deleted.

To Delete an Employee:

1. Select the **Employees** button from the Administrative Options screen
2. Select **Edit Employee Record**
3. Select the appropriate employee
4. When the employee record is displayed on the screen
5. Click the **Delete Record** button
6. Read the warning that is displayed
7. To proceed, press **delete** or to exit without deleting press **cancel**

When an employee is deleted, all associated information about the employee is deleted *except* the hours records.

Changing an Employee's Name

Previous Top Next

To change an employee's name:

1. From the **Administrative Options** screen, choose **Employees**.
2. A new screen appears with the options Add New Employee, Edit Employee Record, and Employee Name Change.
3. Select **Employee Name Change**.
4. Make the desired changes to the employee name.
5. Click **Finished**.

Modifying Times

Previous Top Next

Employees are human and are apt to forget things or make mistakes. That is why TimeClick allows you to modify employees times. When employees forget to clock in or out or when any adjustments need to be made to an employee's time record, Modify Times allows you to accomplish this task.

TimeClick now has a feature that automatically logs all modify actions which can be reviewed by the administrator whenever necessary. See "Auditing Transaction Modifications".

To modify an employee's time, follow these instructions:

1. Choose **Administration** from the TimeClick pull-down menu
2. Select **Enter Administration Mode**
3. Enter the Administration password
4. Click OK
5. Select the **Modify Times** button in the Administrative Options window and a list of the active employees on file is displayed.
6. Highlight the appropriate name and click **Select**
7. A prompt is then displayed requesting the date range to be viewed. The dates can be typed in or you can click on the icons next to the fields and calendars will be displayed. You can double-click on the desired date and it will automatically be entered into the field then select **Accept**.
8. A list of the dates that have entries is displayed.

You can now modify/add this employee's day or time.

To Modify a Day

1. Select the Period that contains the date/time you wish to modify
2. Highlight the day you wish to modify
3. Next press the **Modify A Day** button
4. Choose the appropriate Action and Time for that day
5. Click **OK**

To Add a Day

1. Click on the calendar icon next to the field and select a date from the calendar that is displayed
2. Click the **Add A Day** button
3. Click **Add Time** in the "Modify An Existing Clock Record" screen
4. Choose the appropriate Action and Time for that entire day
5. Click **Finished**
6. The added day should now appear

To Add Time

1. Select the appropriate day
2. Click the **Add Time** button
3. Choose the appropriate Action and Time for that day
4. Click **OK** to add the time to the displayed list

To Modify a Time

1. Click the **Add Time** button
2. Select the time you wish to modify by double-clicking on it
3. The "Modify A Time Record" screen is displayed
4. Make the desired changes
5. Click **OK**

To Delete a Time

1. Click the **Add Time** button
2. Select the time you wish to modify by double-clicking on it
3. Click the **Delete Record** button

4. Click **OK**

Last Action - Update Employee Status: This option will allow you to update an employee's status on the TimeClick status screen from the Administrator's Modify Times Option. If a supervisor is modifying or adding a clock action that should be the current status displayed for an employee on the status screen the supervisor should check this box when modifying/adding the employee's time.

Other Options: A supervisor may also click on the refresh button to update the status screen.

Auditing Modifications

Previous Top Next

Whenever a clock transaction is modified an audit record is permanently logged. Anyone with the primary administrator password can review or print out this log.

Each audit record provides the following information:

Administration level when the modification occurred: Level 1; Level 2; or Department Supervisor.

Time and Date that the modification occurred.

Workstation where the modification was made.

Old Time and Date of the modified record.

New Time and Date of the modified record.

Message entered when record was modified.

To review or print the "Modified Records Report" follow these instructions:

1. Choose **Administration** from the TimeClick pull-down menu
2. Select **Enter Administration Mode**
3. Enter the Administration password
4. Click OK
5. Select the **Audit Tools** button in the Administrative Options window.
6. Select the **Modified Records Report** button
7. A prompt is then displayed requesting the date range to be viewed. The dates can be typed in or you can click on the icons next to the fields and calendars will be displayed. You can double-click on the desired date and it will automatically be entered into the field then select **Accept**.
8. After selecting "Exit Preview" you will be given an option to print or exit the print preview screen.

Adding and Editing Job Positions

Previous Top Next

Job Positions allow you to categorize employees by their specific position.

If you plan to use positions, we suggest that you enter the positions first, and then assign your employees to their job position.

To add or edit a job position:

1. From the **Administrative Options** screen, choose **Job Positions**.
2. The Job Position Options are Add New Position and Edit Position Record. Position names may contain up to 30 characters.

To Add a job position to an employee:

1. From the **Administrative Options** screen, choose Employees.
2. Choose Edit Employee Record.
3. Select the employee you want to assign a job position to.
4. Select Personal Information.
5. Select the ellipsis button to see the job positions available.
6. Select the job position you want to assign to the employee.
7. Select Finish.

Accruing Vacation, Sick and PTO

Previous Top Next

TimeClick provides a feature to accrue Vacation time, Sick time, and PTO based on either the hours worked by an employee or by pay period worked.

Accruals

TimeClick's Accrual feature allows you to accrue Vacation, Sick Time, and PTO for each eligible employee. Note: to make an employee eligible open the Employee's record and select Misc. Options and check the type of pay the employee is eligible for (for more information see "**Employee Record Details**" in the help contents).

The accrual features allows you to setup 8 different accrual categories. Four Accrual categories can be based on hours worked and the other four accrual categories are accrued by pay period worked. Both types of accruals can be used simultaneously.

Setup Accrual Categories

1. Enter Administration Mode.
2. Click on "Accruals & Misc.".
3. Click on "Category Descriptions" to set up each category (Note categories 1 thru 4 are based on hours worked and categories A thru D are accrued by pay period worked).
4. Select the category that you want to setup/describe from the drop down arrow and select "Review or Edit Description".
5. Enter the Accrual Category description. For example if your employees' accruals are based on their tenure you might enter "Employed 0 to 2 years". Select "OK" once you have finished.
6. Repeat steps 1 thru 5 until you have finished setting up all accrual categories that you will use.

Enable Accruals Feature

1. Enter Administration Mode.
2. Click on Accruals & Misc.
3. Select either "Categories by Hour" or "Categories by Pay Period" (Note: both accrual options can be used simultaneously).
4. Check the box next to "Enable Accrual Feature.
5. Enter the decimal hours to accrue per hour worked for each type of pay (i.e. 30 minutes equal .50 decimal hours) if entering "Categories by Hour" or enter the total decimal hours to accrue for each pay period worked if entering "Categories by Pay Period" for each type of pay.
6. Select "Finished".

Assign an Employee to a specific Accrual Category

1. Enter Administration Mode.
2. Select Employees.
3. Select "Edit Employee Record".
4. Select the Employee.
5. Click on the "Accruals" Option.

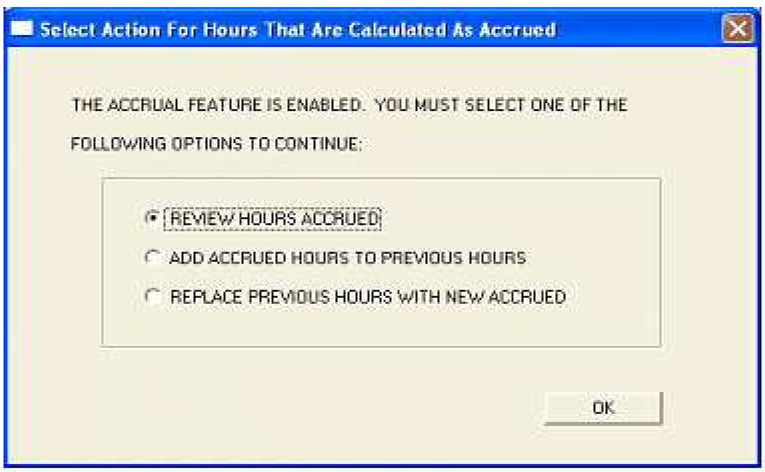
6. Select a category to assign the employee to from the drop down menu located in the top right hand portion of the screen. (Note: Click on "Review Categories" to verify the description of that specific category).
7. Click "OK".
8. Click "Finished".

Accrue Hours

The Vacation, Sick Time, and PTO hours will be accrued when an "All Employees Hours", "Individual Hours", or "Department Hours" report is processed.

To Run Accruals:

1. Enter Administration Mode.
2. Select Reports.
3. Select Either "All Employees Hours", "Individual Hours", "Department Hours.
4. Select the date range.
5. Click on Accept.
6. You will receive the dialog box below:



7. At this point you can choose
   a. **Review Hours Accrued** – This will allow you to verify the employee's hours worked and allow you to review the hours that would be accrued. It is **recommended** that you review the hours first before accruing the hours.
   b. **Add Accrued Hours to Previous Hours** – This will add the hours accrued for the selected date range to any previous hours accrued
   c. **Replace Previous Hours with New Accrued** – This will clear any previous accrued hours and show the total accrued hours to be the same as the accrued hours for the selected date range
8. Click OK
9. You will find the Accrued Hours after each employee's hours listed under "Accrued Decimal Hours". This will show the accrued hours for the date range selected.
10. Click on the Exit Preview button to close the report or print the report

View Total Accrued Hours

The above steps list how to accrue hours for a particular date range. The following steps will provide a report of the total hours accrued for each eligible employee:

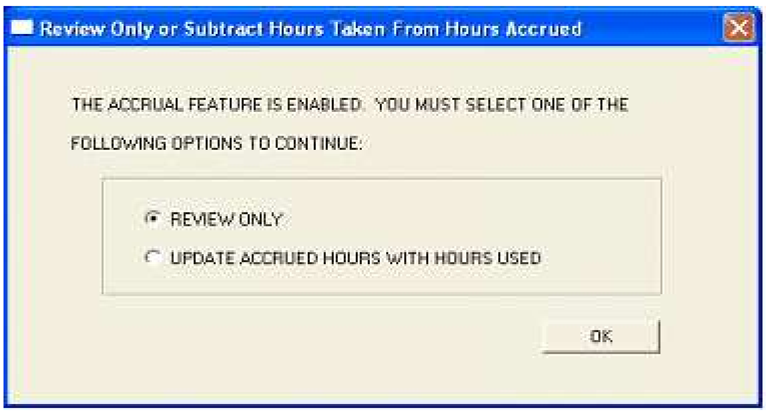
1. Enter Administration Mode
2. Select Reports

3. Select Other Reports
4. Select Accruals
5. Select a specific department or all departments
6. Click Accept
7. This report will show the employee number, employee name, department number, and accrued vacation, sick, and PTO Hours
8. Click on the Exit Preview button to close the report or print the report

Updating Accrued Hours with Hours Used Report

After accruing hours for employees the administrator or supervisor must perform the steps below to update the hours used within that same pay period (i.e. vacation time, PTO, and sick time).

1. Enter Administration Mode
2. Enter your password
3. Select Reports
4. Select Other Reports
5. Select the type of accrued hours (Vacation, Sick or PTO) you want to review or update
6. You will receive the following dialog box:



7. At this point you can choose to:
    a. **Review Only** – this allows you to review what hours have been accrued versus the hours that have been used and the remaining accrued hours available for use. It is **recommended** that you review the hours first before updating the available accrued hours.
    b. **Update Accrued Hours with Hours Used** – this will update the accrued hours with any hours that have been used within the specified date range.
8. Select the date range.
9. Choose a department or all departments.
10. After each employee it will give a breakdown of the Total Logged hours (hours used), the hours previously accrued, and the remaining accrued hours available for use.
11. Click on the Exit Preview button to close the report or print the report.

Employee's Record and Accrued Hours

Each employee's record will hold their accrued hours for vacation, sick, and PTO time

To View by Employee Record:

1. Enter Administration Mode.
2. Select Employees.
3. Select Edit Employee Record.
4. Select Employee.
5. Select Accruals.

The current available accrued decimal hours will be displayed. These hours will be updated as reports are run to accrue hours and reports are run with hours used. For more information on updating accrued hours see "**Accrue Hours"** and **"Accrued Hours versus Hours Used".**

Are my employees able to review their accrued time?

Your employees may view their accrued time by performing the following steps:

1. On the main TimeClick status Screen, Select the "Clock" Menu.
2. Select "Accrued Time Review".
3. Select the Employee from the list.
4. Enter the employee password.

The screen will show the Accrued Hours available. (Please note that these totals will be updated as the administrator performs the steps listed under "**To Run Accruals" and Updating Accrued Hours with Hours Used Report).**

Auto Lunch Time Deduction

Previous Top Next

Auto Lunch Time Deduction

The Auto Lunch Time Deduction feature allows you to deduct a set amount of minutes for lunch for all employees after an employee has worked a minimum number of specified hours.

To Enable the Auto Lunch Deduction

1. Enter the **Administration Mode**
2. Select **Accruals & Misc**.
3. Select Setup Auto Lunch Deduction.
4. Check the box next to "*Check to Use Auto Lunch Deduction*"
5. Enter number of minutes to be deducted for each day worked
6. Enter the minimum number of hours an employee must work in order for the Auto Lunch Time Deduction to take effect
7. Click Finished

*Note that the Auto Lunch Time Deduction will be represented on the bottom of the reports (All Employee Hours and Individual Hours Report) listed under "Adjusted Total" for each employee. This adjusted total represents the total logged hours for each individual employee less any Auto Lunch Time Deductions.

Utility Features

Previous Top Next

The Utilities option allows you to backup and restore data, delete hours, perform mass entries, print report files, and rebuild data files.

Backup Data Files

Previous Top Next

The TimeClick database should be backed up regularly. There are many things that can cause you to need to refer to backup files. For example, if your computer should have a disk failure or a power failure, the data may not be accessible or may become corrupted. It is recommended that you create a daily backup on a disk drive different than where TimeClick resides. That way if you have a problem you can reload the backup files from one of the backup folders. By making a backup at the end of each day, you have multiple backups just in case some files become unreadable or a corruption problem was not immediately discovered.

The files that need to be backed up are found in your TimeClick database folder where you installed the TimeClick Server. The default location is your Primary Drive:\Hawkeye Technology Inc\TimeClick\Database\. In this folder you should back up all files with the following extensions:

- .TCDBIdx
- .TCDBTbl
- .TCDBCat
- .TCDBLck

This process takes less than a minute and could save you a lot of headaches and problems. Please include the backup procedure as one of your end of the day procedures. It's simple and good insurance.

Restore Data Files

Previous Top Next

If the TimeClick data files should need to be restored due to hardware or corruption problems, it is important to follow these procedures:

1. TimeClick should be shut down at all stations when doing a restore.
2. Start "My Computer" on a station that has access to the TimeClick folder and the backup folder that contains the backup files you want to restore.
3. Open the backup folder and highlight all files in the folder. If you have other files in the folder in addition to the TimeClick backup data files, highlight all files that have a .TCDBIdx, .TCDBTbl, .TCDBCat, .TCDBLck extension. You can highlight all files by highlighting the first file, holding the "shift" key down and clicking on the last file, or you can can hold down the "Ctrl" key and click on each file you want to highlight.
4. Go to the Edit Menu and select Copy
5. You will now move the back up data to your TimeClick Database Folder
6. Browse to your TimeClick Database Folder through My Computer
7. Go to the Edit Menu and Select Paste
8. After the files have been successfully pasted into your directory, close "My Computer" and start TimeClick to confirm that the files you restored are the files you intended to load.
9. For technical assistance call or email our technical support team. Contact information is located under Help, Support Contact Information

Clear Accrued Amounts

Previous Top Next

This utility feature allows you to clear out all accrued amounts for vacation time, sick time or PTO (paid time off) time for all employees.

If company policy does not allow vacation time to carry over from year to year this feature could be used to zero out all of the vacation time that was previously accrued.

To clear the accrued times for a single employee use the Edit Employee feature.

Deleting Hours Data

Previous Top Next

Occasionally you will need to do some housekeeping chores to your TimeClick files. The advantage of doing this is to reduce the size of your files, requiring less of your hard disk space and a decrease in the amount of time it takes to back up the TimeClick files.

The hours file and the employee file are two areas of TimeClick that will need your periodic attention. The employee file is discussed elsewhere in the documentation, so we will discuss the hours file here.

It is recommended that you delete all of your employee's old hours annually. Typically this is done in late January or February after the need to print any reports for the previous year has passed.

The hours records are deleted for all employees at the same time by using the **Delete Hours Data**. The Delete Hours Data is found by selecting **Utilities** on the Administrative Options screen.

To delete hours:

1. Enter the Administration Mode from the TimeClick pull-down menu and enter your password
2. Select the **Utilities** button from the "Administrative Options" screen
3. Click **Delete Hours Data**
4. The "Delete Clock Records By Date Range" screen appears. Pay particular attention to the warning. Once the hours have been deleted, they are gone forever. The only way to restore them is to reload a previous backup.
   NOTE: WE STRONGLY RECOMMEND THAT YOU MAKE A BACKUP OF THE TIMECLICK FILES BEFORE PROCEEDING WITH THIS STEP.
5. Specify the date range you want to delete
6. Press **Delete Records**. Pressing Cancel will exit from the Delete Hours option without deleting any hours.

IMPORTANT: If you use this option, you will delete **ALL** hours records on file for **ALL** employees for the date range you select. Be sure you want to do this before proceeding.

Mass Entries

Previous Top Next

This feature allows you to enter time, such as holiday pay, for a few or all employees at the same time. Clicking this button brings up a screen of departments. You may select one department to show only employees in that department or click **All Departments** to show all employees. You will now need to enter the date and hours to be added for the employees. Select the type of entry (i.e. Holiday, Vacation, Bereavement, etc.), then you can enter a description for the entry. Click OK.

NOTE: Employees will need to be eligible for the type of entry you choose. See employee record details.

There is now a list of employees that were selected. You can select a few to add the time by clicking the box to the left of their name or you can select all employees in this section by clicking the box to the left of **Select All Employees In Section** at the top of that screen. You may also remove check marks for all employees by marking the box to the left of **De-select All Employees In Section**. Click **Continue**. The time has now been entered for those employees. You can verify this by viewing a report with those employees on it with the date that was entered in the range.

Print Report File

Previous Top Next

This option allows you to print a report that has already been created and exists in a file. This feature is provided for users running TimeClick at other sites but who want to do the actual printing and payroll processing at a central location. This feature allows the user to run TimeClick on a computer without a printer just for employees to log in and out.

Rebuild Data Files

Previous Top Next

This option should only be used with technical support assistance or direction. All data files should be backed up before using this feature. It is used in the event that data files should become corrupted due to a power failure or some other reason.

Audit Tools

Previous Top Next

Audit tools have been included in TimeClick to assist the administrator in monitoring the use of TimeClick and insuring that no employees attempt to make improper or dishonest entries.

View Hours Records

Previous Top Next

This option allows the administrator to view and print clock entries for an individual employee within a date range.

System Date & Time

Previous Top Next

This feature is no longer available you should refer to the **Sync to WS Time to Server** topic found in this manual for a more secure feature.

Manual Entries Report

Previous Top Next

This report provides the administrator with a listing of every manual entry made by the employees. Each entry has to include a reason for the entry by the employee that entered it. The report can just be viewed on the computer screen or printed out.

Modified Records Report

Previous Top Next

The Modified Records Report lists each audit record in the specified date range. Each audit record includes the following information:

Administration level when the modification occurred: Level 1; Level 2; or Department Supervisor.

Time and Date that the modification occurred.

Workstation where the modification was made.

Old Time and Date of the modified record.

New Time and Date of the modified record.

Message entered when record was modified.

To review or print the "Modified Records," follow these instructions:

1. Choose **Administration** from the TimeClick pull-down menu
2. Select **Enter Administration Mode**
3. Enter the Administration password
4. Click OK
5. Select the **Audit Tools** button in the Administrative Options window.
6. Select the **Modified Records Report** button
7. A prompt is then displayed requesting the date range to be viewed. The dates can be typed in or you

can click on the icons next to the fields and calendars will be displayed. You can double-click on the desired date and it will automatically be entered into the field then select **Accept**.

View Records Sequence

Previous Top Next

This option allows the administrator to view a list of all transactions for an employee during a specified date range and highlights any entries that were not entered in order.

Report Preferences

Previous Top Next

Report Preferences allows you to set default settings that will automatically be used in printing your reports, unless you override them when you run your TimeClick reports. The options on the **Select/Change Report Preference** screen are:

Condensed Print: Prints reports in a smaller font so that more characters are printed on each line and more lines are printed on each page.

Disable Print Preview: Selecting this option disables previewing reports before they are actually printed. If this feature is not set, all reports default to preview and you have to re-confirm when you actually want to print the report.

Reports Alphabetically: Allows you to alphabetically print each employee beginning on a new page. This option is used for all TimeClick reports.

New Page For Each Employee: Allows you to print each employee beginning on a new page. This option is used for all TimeClick reports.

Print Employee Signature Line: Allows you to print a signature line on the "All Employee Hours" report or the "Individual Hours" report. Checking this option will place the text "Signature & Date Affirming Correct:" after each employee's hours are displayed.

Include: Checking these boxes will include those types of employees you want on the reports.

Calculate OT By Day: Checking this box tells TimeClick to calculate overtime by the day and consider any time worked over the time in Day Reg Hrs & Min as overtime.

Calculate OT By Date Range: Checking this box tells TimeClick to calculate overtime by a date range which is provided at the time the report is requested and consider any time worked over the time in Date Range Reg Hrs & Min as overtime.

Calculate OT by Week in Date Range: Checking this box tells TimeClick to calculate overtime for each full week in the date range for the overtime report that is generated**.** If the beginning date in the date range is not the same day of the week as the company's beginning of the week as specified in the "Starts on" day as specified in the Administrative Preferences, the overtime beginning date will be adjusted back to make a full week for overtime calculation purposes. If the ending date falls within the middle of a week, overtime will not be calculated for that final partial week. The next time an overtime report is run that week will be included as explained previously for a beginning date in the middle of a week

For Overtime Calculations: Checking the box of the categories listed will include them in any overtime calculations. If the box is not checked, they are not included in overtime calculations.

Reports

Previous Top Next

There are several reports available in TimeClick. Each report is accessed from the **Reports** button option in the Administration Mode. To review a report, select the button for the desired report and follow the prompts. The reports are:

All Employee Hours: lists hours worked for all employees

Individual Hours: lists hours worked for a selected employee

Department Hours: lists all employee hours for a selected department

Overtime Hours: calculates overtime hours for all eligible employees

Combined Report: runs three reports upon one command. The first report is the same as the All Employee Hours report. The second report is the Overtime Hours Report. If the report preferences are set to calculate overtime by the week, the date range for the overtime report is adjusted from the date entered back to start on the first day of the week as specified in the administrative preferences. Overtime is only calculated for complete weeks and any additional days in the date range entered will show on the next overtime report. The third report is a concise list of the employees that have hours logged for the period entered. The information on this report is actually placed into an ascii file that is created with this report is run and it can be exported to be used as input to a payroll package. The name of the extraction file that is created is **TCPayroll.txt.** It can be viewed by opening it with notepad.

Attendance Snapshot: provides a review of employee's attendance

Sick Hours: lists all sick leave hours reported for all employees

Vacation Hours: lists vacation hours for eligible employees

Holiday Hours: lists all holiday hours reported for all employees

PTO Hours: lists all PTO hours reported for all employees

Unplanned PTO Hours: lists all Unplanned PTO hours reported for all employees

Bereavement Hours: lists bereavement hours reported for all employees

Other Hours: lists all Other hours reported for all employees

Employee List: provides an employee list showing employee number, employee name, social security number, status, department number and last message

Employee Profile: provides a detailed report of all information on file about an employee

All Misc. Hours: Lists all other hours reported for employees

Work Schedule: lists the modified schedule of a single employee, an entire department, or all employees. If no modified scheduled is entered for an employee it will list there name and state that there is no work schedule entered.

Exporting Reports

Previous Top Next

For TimeClick users running at multiple sites but processing payroll at a central location, a report text file is created when a report is run if the "Save Report File" option is enabled. This allows remote sites to create a file and transfer which the administrator can retrieve for actual printing and payroll processing.

The "Save Report File" option under Administrative Preferences allows you to save the report file when a report is created. It is provided to allow you to send reports to other parties in a file format. If the option is not enabled the report file is automatically removed after it is previewed or printed. If this option is enabled and reports are run at the workstations, remember that the files are being saved and can take up needed disk storage space. It will be necessary to manually remove these files when you are finished with them and no longer need them.

The files are saved under the following file names:

1. If the file is created by the administration module the file name is TCRepSav.txt. Each time you run a

report from the administration module it will replace the previous file with the same file name.

2. Each time a report is run from a workstation a report file is created with the name TCR_WSRepSav_hhmmsshh.txt where hhmmsshh represents the time (down to hundreths of a second) when the report file was created.

3. For payroll input information, an ASCII extraction file is created with the Combined Report in the reports section. This file is named **TCPayroll.txt** and can be opened with notepad to view the file layout. For questions or assistance in using this file contact technical support.

NOTE: Report files can be opened with notepad or wordpad and printed out but formatting may not be correct if the correct font and fontsize are not used.

Staff Options

Previous Top Next

New Staff Options have been added to TimeClick to allow employees to enter hours for sick time, holidays, vacation time, paid PTO, unplanned PTO, other time, bereavement time, and no pay time. This feature allows employees to make theses entries so the administrator saves time by just having to review the entries made by the employees.

If you do not want to allow your employees to have access to the staff options you may disable the option in your TimeClick Administrator Preferences.

Clocking In and Out

Previous Top Next

Clock in or out from the Status Screen

This is the method most often used by the employees to Clock In & Out:

1. If TimeClick is not already running, start it by double-clicking on the TimeClick workstation icon on your desktop.
2. A list of all active employees on file is displayed.
3. Select the appropriate name and double-click it.
4. The "Enter Employee Password for Clock Action" screen appears.
5. Enter your password and click **Accept**.

NOTE: If an employee forgets their password, they can contact the TimeClick Administrator who can access the employee record and reset their password through the Administration Mode. TimeClick automatically tracks the last activity for an employee and knows which options are now available. For example, if the last action was a clock in, TimeClick will prompt the employee to clock out.

You now can:

- Clock In
- Clock Out
- Break In
- Break Out
- Leave a Message

Clock In: Begins a work session. When an employee is clocked in, TimeClick begins tracking his/her time for that period.

Clock Out: Ends an employee's work session. When an employee clocks out, TimeClick stops tracking his/her time for that period.

Break In: Begins an employee's break session. Time recorded on break is for tracking purposes only. **NOTE:** TimeClick does not deduct break periods from an employee's time worked. Break time is considered paid time. If you do not want them paid during breaks they should Clock Out when going on break.

Break Out: Ends an employee's break period.

Message: Allows employees to leave a message. Each message can be up to twenty(20) characters. Click **OK** after you have completed your message. Some examples of messages are "back at 2:00," "Gone home sick," or "On vacation." After you have made your selection, click **Accept** to continue or **Cancel** to stop.

NOTE: If you do not click ACCEPT, TimeClick will not complete recording the clock action.

Tracking Break Time

Employee's clock actions can be viewed in the TimeClick status screen. This is where administrators can track break times and see if employees are taking advantage of paid break periods by extending them beyond their acceptable time. When break time is required by law or by a union contract, you can prove that your employees are taking breaks through TimeClick reports.

Clock Time vs. Break Time

With TimeClick, break periods are considered paid time and are included in the Total Hours accumulated for an employee. Whenever an employee clocks out for break, they are still recorded by TimeClick as "on the clock." When an employee needs to clock out for a period of unpaid time, they should use the Clock Out feature. Clock Out periods are not accumulated in the Total Hours for the employee.

NOTE: There is an unlimited number of clock actions and message changes allowed each day.

Quitting TimeClick

Previous Top Next

To leave TimeClick select **Log Off** from the initial TimeClick menu bar. If you have selected the option "Use Password to Quit" in TimeClick Preferences Options, you will need to enter the Administrator's password or the Level 2 Adminstrator's password before TimeClick will close.

You may also leave TimeClick by clicking on the **Log Off** button on the Status Screen of TimeClick.

NOTE: We encourage you to make backup copies of your TimeClick files each day. To make a backup copy, use the **Utilities** button in the Administration mode and follow the prompts.

Support and Assistance

Previous Top Next

TimeClick provides various methods of support including:

Reference Manual
Technical support by email
Technical support by telephone

If you are experiencing problems with TimeClick, we suggest the following:

1. Check your TimeClick Reference Manual first. How to use TimeClick, its features, and any known problems are addressed by the manual.
2. Visit the website www.timeclick.com for frequently asked questions, known problems & patches/fixes.
3. Contact us for technical support by:

Email: support@timeclick.com

Mail: Hawkeye Technology Inc.
2072 North Main Street
Logan, UT 84341-1993

Telephone: (435) 753-4102

If you are not covered under a support contract, have your user registration information, TimeClick serial number, and credit card information available.

Telephone support is available Monday through Friday, except holidays, from 8:30 a.m. to 4:30 p.m., Mountain Standard Time.

NOTE: HTI provides free technical support for TimeClick for 30 days from the date of original purchase. Any additional support (e.g., support for your network environment, configuration or TimeClick support following the 30 day free period) can be obtained from HTI on a per incident fee or ask about our annual support plan. Please have your VISA, MasterCard, or American Express number ready when calling for support if you are not already subscribing to our support program.

Most problems can be resolved quickly if the following information is available:

1. Your name, address and phone number.
2. Your TimeClick serial number located on the original TimeClick CD label.
3. The TimeClick version you are running. The version number can be found by selecting Help from the Main TimeClick Screen and choosing About TimeClick.
4. The type and version number of the operating system running on your computer (Windows XP, Windows 7, etc.).
5. Whether you are running on a single user computer or a network (if using a network, provide the network software manufacturer and version).
6. Any error messages that have been displayed or a detailed description of the problem.
7. For paid support, your credit card number and expiration date.

Information to Expedite Support

Previous Top Next

In the event technical support is needed, most problems can be resolved quickly if the following information is available.

1. Your name, address and phone number.
2. Your TimeClick serial number located on the original TimeClick CD label.
3. The TimeClick version you are running. The version number can be found by selecting Help from the Main TimeClick Screen and choosing About TimeClick.
4. The type and version number of the operating system running on your computer (Windows XP, Windows 7, etc.).
5. Whether you are running on a single user computer or a network (if using a network, provide the network software manufacturer and version).
6. Any error messages that have been displayed or a detailed description of the problem.
7. For paid support, your credit card number and expiration date.

Run-time Errors and Problems

Previous Top

Most Run-time problems are easier to fix when specific information is given. Try to reproduce the problem. In other words, see if you can make it happen again, exactly the same way, following the same steps. Record the steps you took, along with the version of the program, the Preference settings, the number of employees loaded into TimeClick, and how long you have been using it. Also have available the User Registration Information asked for earlier in this section.