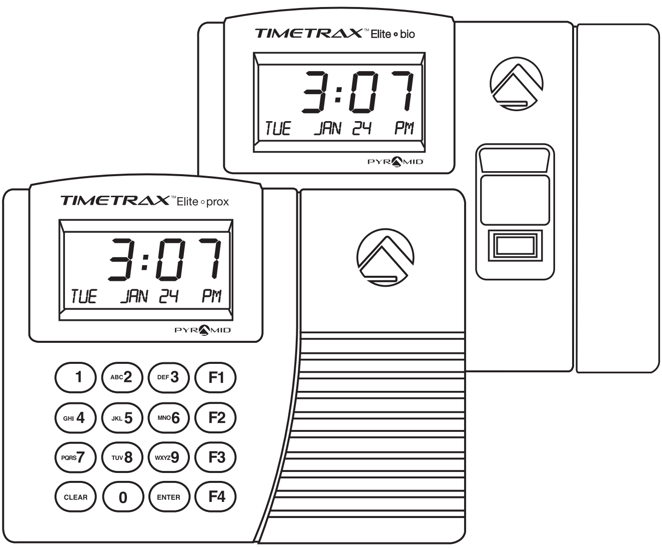
MODELS SAASPROX, SAASBIO

SaaS
Software Reference Guide



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PYRAMID™

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TABLE OF CONTENTS

PRODUCT OVERVIEW

Thank you for choosing a Pyramid TimeTrax™ Time Clock System.

TimeTrax™ SaaS empowers business with essential employee time tracking tools to manage, report, and export employee time and attendance. With TimeTrax@ Time Clock System, employees can simply punch In and Out using a proximity badge or fob ***(SAASPROX)***, finger ***(SAASBIO)***, or the keypad on the time clock. TimeTrax™ Time &. Attendance SaaS software interfaces with time clock to automatically calculate payroll including time-and-a-half, double-time, special day, or 7th day overtime work rules. This comprehensive software suite includes editing, payroll periods, special pay categories, global or select employee groups, up to 24 analytical reports and exporting to most major payroll providers.

The software is cloud based and can be accessed from any PC (Windows 10 or above or up to date Mac).

Please read through this SaaS Software Reference Guide or refer to TimeTrax™ Help for detailed information.

FEATURES

TimeTrax™	**SAASPROX**	**SAASBIO**
Platform	Proximity	Biometric
Connectivity	Ethernet	Ethernet
Max. Employees	Unlimited	Unlimited
Reports	24	24
Pay Class	Unlimited	Unlimited
Employee Groups	Unlimited	Unlimited
Pay Types	Unlimited	Unlimited
Features	Job Code free upgrade	Job Code free upgrade
Pay Periods	Weekly, Bi-Weekly, Semi-Monthly or Monthly	
Auto OT Calculating	Optional	
Shift & Punch Rounding	0, 5, 10, or 15 minutes	
Lunch and Two Breaks	Optional	
Exporting	Most Major Payroll Providers	

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TIER SUBSCRIPTION UPGRADE

If you need to upgrade to the next Tier level to add new employees, Admins, or clocks, please call customer service at 888.479.7264, 8:30am-5pm EST, Mon-Fri.

ACCESSORIES

TIMETRAX™ SAASPROX ACCESSORIES	
ITEM #	**DESCRIPTION**
42454	Proximity Badges (15pk)
42468	Proximity Fobs (5pk)

CARD/BADGES RACKS AND HOLDERS	
ITEM #	**DESCRIPTION**
500-12	12 Pocket Card/Badge Rack
500-24	24 Pocket Card/Badge Rack
500-4	40 Pocket Card/Badge Rack
41968	Badge Holder & Lanyard (25pk)

BELL RINGERS, BELLS, & HORNS	
ITEM #	**DESCRIPTION**
5300	24-Volt Single Zone Bell Ringer
41361	TimeTrax™ Sync 6in 24-Volt DC Bell
41392	TimeTrax™ Sync 8in 24-Volt DC Bell
41362	TimeTrax™ Sync 24-Volt Signaling Horn

SOFTWARE REQUIREMENTS

Please verify system meets ALL requirements listed below. Do not install TimeTrax™ software if system does not meet minimum requirements.

Computer with a minimum of Windows 10 or MacOS 12

DHCP enabled network

Internet access with updated web browser software

CUSTOMER SUPPORT

TimeTrax™ Help
Click "Help" from main toolbar and then click on Software Reference Guide, or click "F1" on your PC keyboard for help on a specific screen.

Phone Support
Customer Support is available by calling 888.479.7264 from 8:30am-5pm EST, Monday thru Friday.

Email Support
Send an email to: customer_support@ptitime.com

WARRANTY & EXTENDED TECHNICAL SUPPORT

Pyramid Time Systems will provide TimeTrax™ software technical support for the life of your SaaS subscription. Your terminal has a 1-year manufacturer's warranty from the date of purchase. Proof of purchase is required to activate your warranty.

For help call Customer Support at 888.479.7264, Monday thru Friday from 8:30am to 5pm (EST).

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CONNECT AND CLAIM YOUR CLOCK

1. Have the new time clock unplugged from power for 30 seconds or more.
2. Plug one end of an Ethernet cable into the clock and the other end into the Ethernet port of a router, switch, or hub. **Do not connect the clock directly to your computer**. Your time clock will need the ability to access the Internet. Next plug your clock into power.
3. On your "time clock" keypad, Press F1 and then 7 to get your unique clock ID. Write it down.
4. Log into your Pyramid TimeTrax™ SaaS software online, click on Clock, and then Hardware Manager

5. Click on the blue button "Claim Devices"

6. Enter the ID you got from your clock in the Unique ID field without the colons (:) and click Search.

7. Once the MAC Address is displayed click on “Save & Close”

8. On the clock keypad press F1 and then 9, your clock will display Manager Connect.

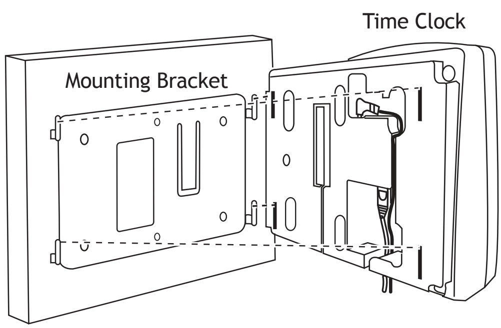
9. Wait until your clock is displaying a date and time.

10. Your clock is set to Global Settings by default. Click on Edit Global Settings and choose your correct time zone.

Time Recorder will check into the server once an hour. Punches will download to software 1 minute after a punch. If you need to get punches immediately, press the F1 key and then 9 on your clock.

MOUNT THE CLOCK

BEFORE YOU MOUNT THE CLOCK, PLEASE WRITE DOWN THE SERIAL NUMBER LOCATED ON THE BACK OF THE CLOCK.



1. Hold mounting bracket flush against wall with cable access cutout towards floor. Note: The bottom of bracket should be approximately 45 inches from floor. Allow for 6ft long cable.

2. Level bracket and mark four screw holes close to corner tabs.

3. Drill holes as marked and insert included anchors if needed.

4. Screw mounting bracket to wall with included screws.

5. Drill hole centered in rectangular opening of bracket for cables. The hole should be large enough to route cables through wall.

6. Push terminal onto mounting bracket aligning four tabs on bracket with four matching slots on back of terminal. Be sure to write down the terminal serial number before mounting.

7. Slide terminal downward until locking tab clicks into place. When properly mounted, terminal cannot be slid up and off bracket without using included wall bracket release key to disengage locking tab.

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DETACH THE CLOCK

1. Hold wall bracket release key with pointed end up & diagonally cut side away from you.

2. Insert key into narrow slot located on bottom of terminal to right of cable access cutout.

3. Push key all the way up into slot. The key will slide easily into the last ½ inch until some resistance from locking tab is felt.

4. With key fully pushed into slot, slide the terminal up and off mounting bracket.

SETUP

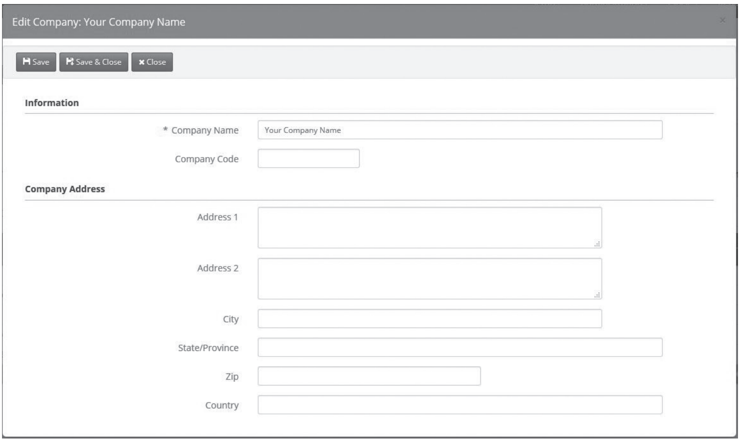
To begin using TimeTrax™ Time and Attendance Software, click "Setup" from main toolbar. Below is a list of optional and mandatory set up items.

- Company*
- Department
- Pay Class*
- Pay Type
- Shift/Meal
- Schedule
- Rounding
- Overtime
- Employee Group*
- Employee Profile*
- Termination Reason
- Job Code (free upon request)

**Required field for set up.*

COMPANY

1. Click “Setup” on toolbar, and select “Company” from drop down menu to begin entering information. TimeTrax™ software is limited to one company only.



- **Company Name***
  Prepopulated.

- **Company Code**
  Use this option if your payroll provider requires a company code for payroll export. The company code is a unique code of alphanumeric and special characters to identify the company.

- **Company Address**
  Enter company address.

2. Click “Save & Close” to save all Company information.

**Required field for set up.*

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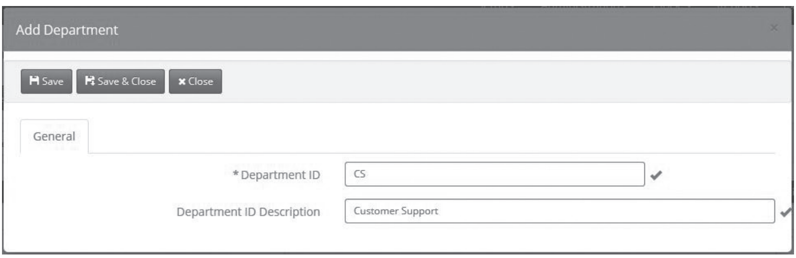
DEPARTMENT

Departments are specific areas or divisions an employee is generally assigned to. An unlimited number of departments can be entered, but only one department may be assigned to each employee profile. Click **"Setup"** on toolbar, and select **"Department"** from drop down menu. A default department is predefined. Click **"Edit"** icon to edit default information.

Add Department:

1. Click **"Add Department"** to begin.



General

- **Department ID***
  Enter unique department ID. The department ID may be used as a search filter selection in the software.

- **Department ID Description**
  Enter a department ID description.

2. Click "Save & Close" to save all Department information.

Delete Department:

Click **"Delete"** icon in corresponding row. ***A department (including default department) may not be deleted if associated with a Job Code or Employee Profile***.

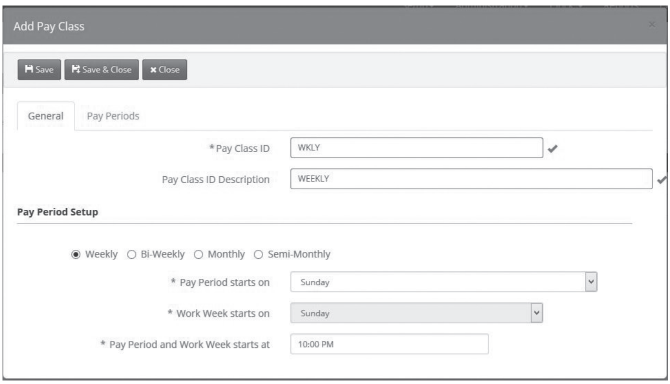
PAY CLASS

Pay Class defines Pay Periods *(weekly, bi-weekly, monthly, semi-monthly)*.[1] Click “Set Up” on toolbar, and select “Pay Class” from drop down menu.

Be sure you have carefully checked all options under “Pay Period Setup” before using the software.

Add Pay Class

1. Click **“Add Pay Class”** to begin.



General

- **Pay Class ID***
  Enter unique **Pay Class ID**. The Pay Class ID may be used as a search filter selection in the software.

- **Pay Class ID Description**
  Enter a Pay Class ID description.

SaaS software has unlimited Pay Class rules, but only one Pay Class rule may be associated with each Employee Group. If a company has three shifts, there may be Instances when an employee punches “In” prior to the reset time and punches "Out" after the reset time. If this occurs, the software will associate the "Out" punch with the "In" punch from the previous cycle.

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Pay Period*

1. Select **"Weekly"**, **"Bi-Weekly"**, **"Monthly"** or **"Semi-Monthly"**. Once selected, set the required options for Pay Period starts on, Work Week starts on, and Pay Period and Work Week starts at.

<table>
<tr><th>SELECTED PAY PERIOD</th><th>Pay Period starts on*</th><th>Work Week starts on*</th><th>Pay Period and Work Week starts at*</th></tr>
<tr><td>Weekly</td><td>Select day of the week pay period starts on.</td><td>Automatically defaults to same day as pay period start day and cannot be changed.</td><td rowspan="4">Enter time of day the software will reset for new pay period.

It is recommended the time entered is two hours before the first shift start time to accommodate early arrivals.</td></tr>
<tr><td>Bi-Weekly</td><td>Select day of the week pay period starts on.</td><td rowspan="3">This value may differ from pay period start on day/date and defines when weekly overtime calculations are reset.

Overtime may be accrued to the next pay period for hourly employees.</td></tr>
<tr><td>Monthly</td><td>Select date the pay period starts on. Select "1-31", "Last", "Last-1", "Last-2", "Last-3", "Last-4" or "Last-5".</td></tr>
<tr><td>Semi-Monthly</td><td>Select the two dates the pay period starts on every month. Select "1-31", "Last", "Last-1", "Last-2", "Last-3", "Last-4" or "Last-5". There must be at least 10 days between the two dates selected for the month.</td></tr>
</table>

**Required for set up.*

2. Click "Save & Close" to save all information.

Pay Period
Displays list of all pay periods for current and previous year. Pay periods for the following year will not populate until after the first pay period of the New Year.

Edit Pay Class
To edit a Pay Class click "Edit" icon in corresponding row. If you have a pay class already associated with punches on a time card, you will not be able to edit the pay class. You must change the pay class instead.

- **Changing a Pay Class with associated punches**
  A Pay Class with an active Employee Group and associated punches may not be changed unless the current, previous, and two prior pay periods are approved. When approving, start with the oldest pay period and work your way back to the current. Upon approval, changes are permitted, and subsequent time cards will reflect the new pay period. Manual payroll adjustments may be required. Approved Pay periods may be viewed in Pay Class Change Report.

Deleting Pay Class
A Pay Class may not be deleted if it is associated with an Employee Group, Employee Profile or Time Card. To delete a Pay Class, click "Delete" icon in corresponding row.

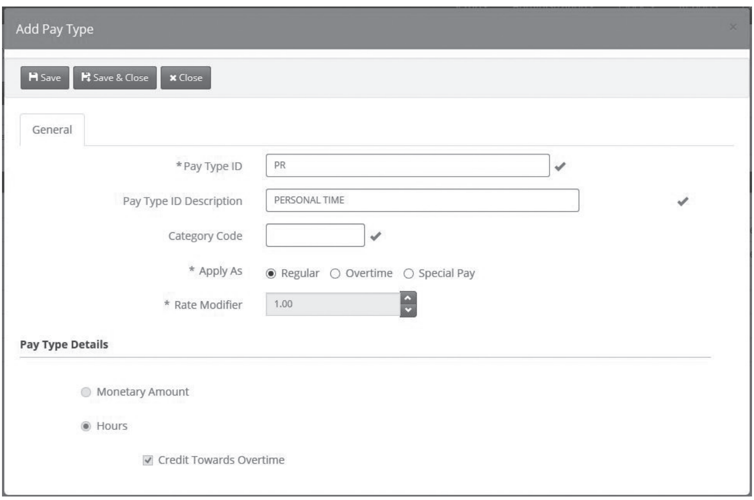
PAY TYPE

Pay Type defines the multiplier used to calculate employee hours (i.e. Overtime rate is 1.5x). Click **"Setup"** on toolbar, and select **"Pay Type"** from drop down menu. Seven default Pay Types have been predefined. To edit Pay Types, refer to **Edit Pay Type** section.[1]

REG	**Regular**
OT15	**Overtime 1.5x**
OT2	**Overtime Double Time**
VAC	**Vacation**
SICK	**Sick Time**
Holiday	**Holiday**
Other	**Other (Other Pay Type may be edited or deleted)**

Add Pay Type

1. To begin, click **"Add Pay Type"**.



General

- **Pay Type ID***
  Enter unique **Pay Type ID**. The Pay Type ID may be used as a search filter selection in the software.

- **Pay Type ID Description***
  Enter a **Pay Type ID Description**.

- **Category Code**
  Use this option if your payroll provider requires a category code for payroll export. This information should be entered according to the payroll provider's specification.

- **Apply As**
  Select **"Regular," "Overtime,"** or **"Special Pay"** (i.e. Holiday, Vacation etc.) to identify how the entered Pay Type should be applied.

  Regular
  Populates 1x rate multiplier and "Hours" under Pay Type Details to be credited toward overtime.

  Overtime
  Select rate multiplier (i.e. 1.5x) to be applied. Automatically populates "Hours" under Pay Type Details.

  Special Pay
  Populates 1x rate multiplier. Select "Monetary Amount" or "Hours" under Pay Type Details.

- **Rate Modifier**
  Identifies the rate at which Pay Type is paid (i.e. Time and a half is rate multiplier 1.5). Certain Pay Types have a predefined multiplier that cannot be edited.

- **Pay Type Details**

  Monetary Amount
  Allows dollar amount to be entered when Pay Type is selected in the Time Card screen under Special Pay.

  Hours
  Credit Toward Overtime
  Select this option to submit Special Pay as hours to be applied to weekly overtime.

2. Click **"Save & Close".**

Edit Pay Types
Click **"Edit"** icon in corresponding row. Pay Type ID and Category Code may be edited for all Pay Types. **"Credit Toward Overtime"** may also be edited for Pay Types applied as Special Pay. Edits are immediately applied and will only impact unapproved pay periods. There are seven default Pay Types as follows:

REG	**Regular**
OT15	**Overtime 1.5x**
OT2	**Overtime Double Time**
VAC	**Vacation**
SICK	**Sick Time**
Holiday	**Holiday**
Other	**Other (Other Pay Type may be edited or deleted)**

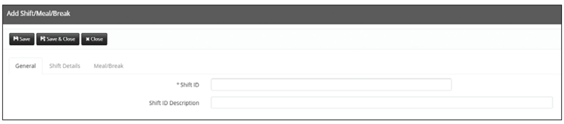
Delete Pay Type
A Pay Type may not be deleted if it is associated with an Overtime Rule, Employee Group, Employee Profile, or Time Card. To delete a Pay Type, click **"Delete"** icon in corresponding row. "Other" is the only predefined Pay Type that may be deleted.

SHIFT/MEAL/BREAKS

Shift identifies a time frame during which an employee or group of employees must clock In/Out. This section also defines paid and unpaid Meals and Breaks, and whether punches are required. Click **"Setup"** on toolbar, and select **"Shift/Meal/Breaks"** from drop down menu.

Add Shift/Meal/Breaks

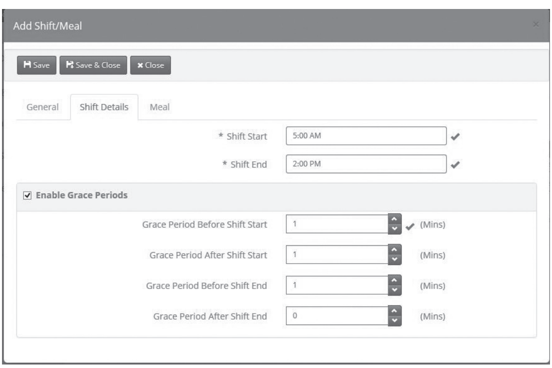
1. To begin, click **"Add Shift"**.



General

- **Shift ID***
  Enter unique **Shift ID**. The shift ID may be used as a search filter selection in the software.

- **Shift ID Description**
  Enter a description for this Shift ID.



Shift Details

- **Shift Start/Shift End***
  Enter time frame employees will start clocking In/Out (i.e. 5:00am – 2:00pm).

- **Enable Grace Periods**
  Grace Periods identify the number of minutes allowed before and after a shift, so no warning is generated on the Employee Time Card. Below is the list of warnings that the system will generate on the Employee Time Card screen:
  - **Shift In Late**
  - **Shift In Early**
  - **Shift Out Late**
  - **Shift Out Early**

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Meal (Lunch)

1. Select Meal rule:
   - **No Meal**
   - **Paid Meal, Punch Required**
   - **Paid Meal, No Punch Required**
   - **Un-Paid Meal, Punch Required**
   - **Un-Paid Meal, No Punch Required**

○ **Paid Meal, Punch Required**
Employee is paid for meals, and is required to clock Out/In for meals.

Example A: Meal allowed anytime between 11:30am and 1:30pm
An employee's entire meal (Out/In) must take place during the specified time frame between 11:30am and 1:30pm. It is recommended the time interval is greater than the actual duration of the meal. If punches occur outside of the time frame, they will not be considered meal punches.

Example B: Meal duration is 00:30 (hr:min), with 5(min) grace
The employee meal is 30 mins with a 5 minute grace time. Meals less than 25 minutes or more than 35 minutes will generate a warning (Meal Under Duration or Meal Over Duration) on the Employee Time Card screen. Employees are paid only for the allowed meal duration.

Example C: If duration between Out/In punch exceeds 01:00 (hr:min), it will not be recorded as a meal punch
A meal that exceeds 1 hour will not be recorded as a meal punch and will generate a message on the employees Time Card screen as "Missed Meal". If an employee fails to punch Out/In for a meal, a "Missed Meal" message will also display on the Time Card. Adjust employee punches on the time card as needed.

○ **Paid Meal, No Punch Required**
Employee is paid for meals, and is not required to clock Out/In for meals. For this option, if a meal punch occurs, hours may need to be adjusted accordingly.

○ **Un-Paid Meal, Punch Required**
Employee is not paid for meals, but is required to clock Out/In for meals.

Example A: Meal allowed anytime between 11:30am and 1:30pm
For this example, an employee's entire meal (Out/In) must take place during the specified time frame between 11:30am and 1:30pm. It is recommended the time interval is greater than the actual duration of the meal. If punches occur outside of the time frame, they will not be considered meal punches.

Example B: Meal duration is 00:30 (hr:min), with 5 (min) grace
The employee meal is 30 minutes with a 5 minute grace time. Meals less than 25 minutes or more than 35 minutes will generate a warning (Meal Under Duration or Meal over Duration) on Employee Time Card screen.

Example C: If duration between Out/In punch exceeds 01:00 (hr:min), it will not be recorded as a meal punch
A meal that exceeds one hour will not be recorded as a meal punch and will generate a message on the Employee's Time Card screen as "Missed Meal." If an employee fails to punch Out/In for a meal, a "Missed Meal" message will also display on the Time Card. Adjust employee punches on the time card as needed.

○ **Un-Paid Meal, No Punch Required**
This option allows you to set a specific time an employee or group of employees must work before applying an automatic meal deduction.

Example A: Auto deduction of meal if employee works more than 07:00 (hr:min)
Employee must work 7 hours before a meal deduction occurs. If employee works less than 7 hours there will be no meal deduction.

Example B: Auto Meal duration 00:30 (hr:min)
30 minutes is automatically deducted if employee works more than 7 hours. Deduction will appear on employee time card under Punch Info Column as "Automatic Meal Deduction".
30-minute deduction will also appear under In/Out Column. Adjust employee punches on time card as needed.

Break 1 & 2[1]

1. Select Break rule:
   No Break
   Paid Break, Punch Required
   Paid Break, No Punch Required
   Un-Paid Break, Punch Required
   Un-Paid Break, No Punch Required

- **Paid Break, Punch Required**
  Employee is paid for breaks, and is required to clock Out/In for breaks.

  Example A: Break allowed anytime between 09:30am and 11:30am
  An employee's entire break (Out/In) must take place during the specified time frame between 09:30am and 11:30am. It is recommended the time interval is greater than the actual duration of the break. If punches occur outside of the time frame, they will not be considered break punches.

  Example B: Break duration is 00:10 (hr:min), with 2(min) grace
  The employee break is 10 minutes with a 2 minute grace time. Breaks less than 7 minutes or more than 13 minutes will generate a warning (Break Under Duration or Break Over Duration) on Employee Time Card screen. Employees are paid only for the allowed break duration.

  Example C: If duration between Out/In punch exceeds 00:30 (hr:min), it will not be recorded as a break punch
  A meal that exceeds 1 hour will not be recorded as a meal punch and will generate a message on the employees Time Card screen as "Missed Meal". If an employee fails to punch Out/In for a meal, a "Missed Meal" message will also display on the Time Card. Adjust employee punches on the time card as needed.

- **Un-Paid Break, No Punch Required**
  This option allows you to set a specific time an employee or group of employees must work before applying an automatic break deduction.

  Example A: Auto deduction of break if employee works more than 07:00 (hr:min)
  Employee must work 7 hours before a break deduction occurs. If employee works less than 7 hours there will be no break deduction.

  Example B: Auto Break duration 00:10 (hr:min)
  10 minutes is automatically deducted if employee works more than 7 hours. Deduction will appear on employee time card under Punch Info Column as "Automatic Break Deduction". 10-minute deduction will also appear under In/Out Column. Adjust employee punches on time card as needed.

2. Click **"Save & Close".**

EDIT/DELETE SHIFT/MEAL
Click "Edit/Delete" icon in corresponding row. Edits and deletions are immediately applied and will only impact unapproved pay periods

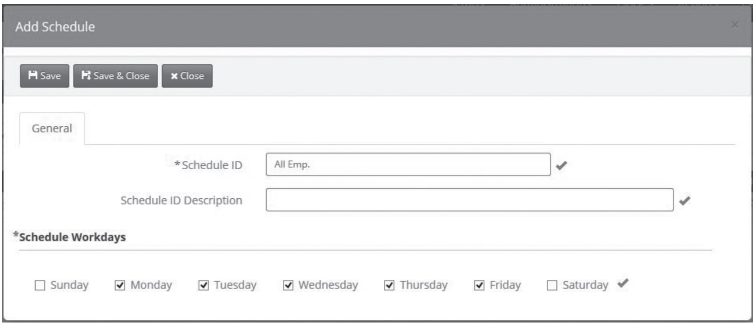
NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

SCHEDULE

Designated workdays for an employee or employee group. Use to track time and generate attendance reports. Click **"Setup"** on toolbar, and select **"Schedule"** from drop down menu.

ADD SCHEDULE

1. Click **"Add Schedule"**



General

- **Schedule ID***
  Enter unique Schedule ID. The Schedule ID may be used as a search filter selection in the software.

- **Schedule ID Description**
  Enter Schedule ID Description.

- **Schedule Workdays**
  Select days of week assigned to an employee or group of employees. Days that are scheduled but are not worked will generate an **"Absent"** message on the Employee Time Card.

2. Click **"Save & Close"**

EDIT/DELETING SCHEDULES

Click **"Edit/Delete"** icon in corresponding row. Edits and deletions are immediately applied and will only impact unapproved pay periods.

ROUNDING

Simplifies payable time calculations by rounding punch times. Click **"Setup"** on toolbar, and select **"Rounding"** from drop down menu.

Standard Punch Rounding
Rounds all punches using 5, 10, or 15 minute interval options.

Custom Rounding
Rounds all punches based on user-defined perimeters.

Shift Rounding
Rounds only the first and last punches of the day.

ADD ROUNDING
1. Click **"Add Rounding"**

General

- **Rounding ID***
  Enter unique **Rounding ID**. The Rounding ID may be used as a search filter selection in the software.

- **Rounding ID Description**
  Enter Rounding ID Description.

Punch Rounding
Punch rounding rules apply to all punches on Employee Time Card.

- **No Rounding** *(default)*
  Calculations based on actual punch In/Out times.

- **5 Minute Rounding**
  Rounds punches 2 minutes before or 3 minutes after to nearest 5-minute increment. ***Example: 7:02 punch rounds to 7:00, 7:03 punch rounds to 7:05***

- **10 Minute Rounding**
  Rounds punches 5 minutes before or 5 minutes after to nearest 10-minute increment. ***Example: 7:04 punch rounds to 7:00, 7:06 punch rounds to 7:10.***

- **15 Minute Rounding** *(7/8 rule)*
  Rounds punches 7 minutes before or 8 minutes after to nearest 15 minute increment. ***Example: 7:07 punch rounds to 7:00, 7:08 punch rounds to 7:15.***

 NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

- **Custom Rounding**
  Rounds punches based on defined interval (minutes) and break point within interval. ***Example: If 20 minute (interval) with break point of 10, than 7:09 punch rounds 7:00, 7:11 punch rounds to 7:20***.

- **Do Not Apply Rounding to Meal**
  If selected, no rounding will apply to Out/In punches for meal (lunch).

- **Do Not Apply Rounding to Break**
  If selected, no rounding will apply to Out/In punches for breaks

2. Click **“Save & Close”**

Shift Rounding
Shift Rounding only applies to the first and last punch of the day.

- **Apply Punch Rounding** *(default)*
  Applies punch rounding rules selection to the first and last punch of the day.

- **5 Minute Rounding**
  Rounds first and last punch 2 minutes before or 3 minutes after to nearest 5-minute increment. ***Example: 7:02 punch rounds to 7:00, 7:03 punch rounds to 7:05***.

- **10 Minute Rounding**
  Rounds first and last punch 5 minutes before or 5 minutes after to nearest 10-minute increment. ***Example: 7:04 punch rounds to 7:00, 7:06 punch rounds to 7:10***.

- **15 Minute Rounding** *(7/8 rule)*
  Rounds first and last punch 7 minutes before or 8 minutes after to nearest 15-minute increment. ***Example: 7:07 punch rounds to 7:00, 7:08 punch rounds to 7:15***.

- **Custom Rounding**
  Rounds punches based on defined interval (minutes) and break point within interval.

- **Variable Rounding**
  Rounds punches before and after shift start and shift end time.
  Example: If Variable Rounding is set to 00:30 minutes before 8:00am and 00:02 minutes after 8:00 am, than 7:45 punch is rounded to 8:00 and 8:02 punch is rounded to 8:00. If Variable Rounding is set to 00:30 minutes before 4:30pm and 00:02 after 4:30pm, than 4:15 punch is rounded to 4:30 and 4:32 punch is rounded to 4:30.

3. Click **“Save & Close”**

Edit/Deleting Rounding
Click **“Edit/Delete”** icon in corresponding row. Edits and deletions are immediately applied and will only impact unapproved pay periods.

OVERTIME

Overtime is the amount of time worked in addition to regular scheduled working hours. Click **"Setup"** on toolbar, and select **"Overtime"** from drop down menu.

Daily Overtime
Paid if employee reaches a certain amount of hours within a day (i.e. 8:00 hours)

Weekly Overtime
Paid if employee reaches a certain amount of hours within a week (i.e. 40:00 hours)

Consecutive Day Overtime (7thDay Rule)
Paid if employee works a certain number of consecutive days

Special Day Overtime
Day of week selected to qualify for overtime pay

ADD OVERTIME

1. Click **"Add Overtime"**

General

- o **Overtime ID***
  Enter unique **Overtime ID**. The Overtime ID may be used as a search filter selection in the software.
- o **Overtime ID Description**
  Enter Overtime ID Description.

Daily Overtime

- o **Overtime Level**
  Select level to apply overtime for hours worked in a day.
- o **Pay Type**
  Select Pay Type associated with selected overtime rule.
- o **Rate Modifier**
  Populates based on selected Pay Type.
- o **Pay After (hours)**
  Enter total hours employee must work before overtime is applied.

Weekly Overtime

- o **Overtime Level**
  Select level to apply overtime for hours worked in a week.
- o **Pay Type**
  Select Pay Type associated with selected overtime rule.[1]
- o **Rate Modifier**
  Populates based on selected Pay Type.
- o **Pay After (hours)**
  Enter total hours employee must work before overtime is applied.

 NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

Consecutive Day Overtime

- **Overtime Level**
  Select level to apply overtime for hours worked in a consecutive day.
- **Pay After (days)**
  Enter total days required before overtime can be applied.
- **Rate Modifier**
  Populates based on selected Pay Type.
- **Pay After (hours)**
  Enter total hours on Consecutive Day employee must work before overtime is applied.

Special Day Overtime

- **Day**
  Select day of week to qualify for overtime pay.
- **Overtime Level**
  Select level to apply overtime for Special Day.
- **Pay Type**
  Select Pay Type associated with selected overtime rule[1].
- **Rate Modifier**
  Populates based on selected pay type.
- **Pay After (hours)**
  Enter total hours employee must work on Special Day before overtime can be applied.
- **Prior Hours Required (Hrs : Mins)**
  Enter total prior hours an employee must work before overtime is applied.

2. Click **"Save & Close".**

Edit/Deleting Overtime
Click **"Edit/Delete"** icon in corresponding row. Edits and deletions are immediately applied and will only impact unapproved pay periods.

EMPLOYEE GROUP

An Employee Group defines an employee or groups of employees with same rules in common. Click **"Set Up"** on toolbar, and select **"Employee Group"** from drop down menu.

Add Employee Group

1. Click **"Add Employee Group".**

General

- o **Employee Group ID***
  Enter unique Employee Group ID. The Employee Group ID may be used as a search filter selection in the software.
- o **Employee Group ID Description**
  Enter Employee Group ID Description.

Select Rules

Select set of rules for this specific Employee Group. Each rule may be modified; see Edit Employee Group for more information.

- o **Pay Class***
  From drop down menu, select **Pay Class ID** to be applied.
- o **Pay Type***
  From drop down menu, select Pay Type ID to be applied.
- o **Missed Punch Assumed After***
  Maximum hours employee can work without punching Out before the system assumes employee forgot to punch Out. NOTE: TimeTrax™ will reflect a Missed Punch in the employee Time Card and the next punch will automatically record as an In punch.
- o **Shift**
  From drop down menu, select **Shift ID** to be applied.
- o **Schedule**
  From drop down menu, select **Schedule ID** to be applied.
- o **Rounding**
  From the drop down menu, select **Rounding ID** to be applied.
- o **Overtime**
  From the drop down menu, select **Overtime ID** to be applied.

2. Click **"Save & Close".**

Edit Employee Group

Click **"Edit"** icon in corresponding row. If attempting to edit an Employee Group with associated punches on an employee time card, edits are not allowed.

NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

Changing an Employee Group with associated punches
An active employee group with associated punches may not be changed unless the current, previous and two prior pay periods are approved. Upon approval, changes are permitted, and subsequent time cards will reflect the new pay period. Manual payroll adjustments may be required. All approved Pay periods may be viewed in Archive Reports.

Delete Employee Group
Click **"Delete"** icon in corresponding row. Employee Groups associated with an Employee Profile cannot be deleted.

EMPLOYEE PROFILE

Enter employees and required data.

In "Setup" screen, click "Employee Profile" or click "Employee Profile" on vertical menu bar. Your SAAS subscription determines how many employees you can add to the Employee Profile. Anyone who will be punching at the time clock, must be entered into the Employee Profile. If you need to increase your employee subscription, please contact Customer Support at 888 479-7264, 8:30am-5pm EST, M-F.

Add Employee
1. To begin, click **"Add Employee"**.

General

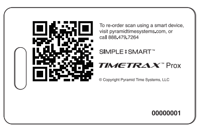
- **Employee ID***
  Enter a unique Employee ID. Be sure to verify with Payroll Provider if specific Employee ID is required for export.
- **Name***
  Enter Employee First Name, Middle Initial (optional) and Last Name.
- **Department***
  Select Department or default Department.
- **Job Code**
  This feature is available upon request at no additional charge.
- **Supervisor**
  Select if this employee is a supervisor. This will add a user account for this employee under "Supervisor" for software Log In purposes.
- **Supervisor Card #**
  This feature is enabled if employee is selected as a supervisor. The supervisor must enter a Supervisor Card Number up to 8 digits (may not start or end in zero). This # allows supervisor to manually enter an employee IN/OUT punch on keypad, or register finger scans. (SAASBIO Biometric Time Clock only). To clock an employee In/Out as a supervisor using keypad, follow these steps:

EMPLOYEE PROFILE (cont.)

To clock an employee In/Out as a supervisor using keypad, follow these steps:

1. Press **F4** on keypad and enter supervisor number.
2. Click Enter
3. **CARD NUMBER** displays on time clock screen.
4. Input employee card number and press “Enter”.

- **Card#**
  Click **“Add Card”**. **New Employee Card** displays on screen. Enter swipe card number, proximity badge number, key fob number, biometric number, or number designated to employee. Click **“Save”**. To enable keypad punches see hardware manager.



Prox Badge #

Key Fob #

Biometric #

To re-assign a card number previously assigned to another employee, the original card holder must be inactive and terminated on the Employee Profile screen and 3 full pay periods must have passed since they left. Once you have done this, remove the card # from the employee profile of the person who has left. This will prevent transfer of punches from old employee to new employee. Now you are able to reassign the card # to the new employee.

- **Pick Profile Image**
  Click **“Pick Profile Image”** to add employee photo (one photo per employee).

Employment Status
Enter the following information:

- **Employee Status*** *(defaults to Active)*
  If “inactive” is selected, all available time cards will no longer be visible[1]
- **Hire Date**
- **Re-Hire Date**
- **Employee Termination**
- **Termination Date**[2]
- **Termination Reason**[3]
- **Eligible for Re-Hire**[2]

[1]Complete and approve employee’s final pay period prior to designating employee as “inactive”.
[2]Only required if Employee Termination box is checked.

NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

RULES

Changing an Employee Group with associated punches
Changing from one Employee Group to another Employee Group with a different Pay Class is not allowed, unless the current, previous and two prior pay periods are approved. Upon approval, changes are permitted, and subsequent time cards will reflect the new pay period. All approved Pay periods may be viewed in Archive Reports.

Rule Summary
All rules associated with selected Employee Group are displayed under Rule Summary.

PERSONAL

- **Compensation**
  "Hourly" or **"Salary"**
- **View Pay History**
  View compensation details with the effective start date
- **Address Details**
- **Personal Information**

EMERGENCY CONTACT

NOTES
Click **"Add Note"**. Notes are tagged with log-in user information and can only be edited/deleted by same user.

2. Click **"Save & Close".**

Edit Employee Profile
Click **"Edit"** icon in corresponding row. Changes are reflected immediately and impact unapproved pay periods only.

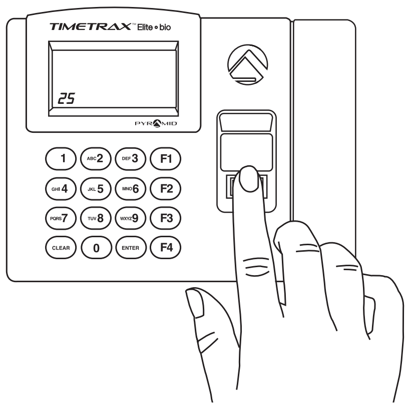
REGISTERING AN EMPLOYEE ON THE TIMETRAX™ SAASBIO

Before registering an employee finger scan on time clock, verify that your clock has been claimed and there is a green check mark under okay. You will find this information in your software under **"Clock/Hardware Manager"**. You will also need to set the Supervisor on the Employee Profile Screen with a Supervisor ID[1]. Each employee must also be set up with a unique card# on their Employee Profile screen[2]. You will need both of these numbers to register employee at the Time Clock.

Now you are ready to register employee fingerprints.

Supervisor must register employee on each time clock terminal they will be using.

At the clock:



1. Press **F4** key.
   "***SUP ID***" displays on screen.
2. Enter **Supervisor ID**.
3. Press "**Enter**".
4. ***CARD NUMBER*** displays on the screen.
5. Press **F4**
6. Enter employee card number
   and press **"Enter"**.
7. **Place Finger** displays on screen.
   Have employee place finger on scanner.
   SCAN SUCCESSFUL displays on screen.
   Employee registration is complete.
8. "***Enroll Another?***" displays on screen.
   If you don't want to enter another employee, press "**Clear**".
   To register another employee press "**Enter**"
   CARD NUMBER displays on the screen.
   Enter next employee card number and press "**Enter**".
   Return to Step 7.

Note: If you make an error during any steps, press **"Clear"** and return to Step 1.

Deleting a Finger Scan from time clock.
To delete finger scan from time clock, delete the employee card# on Employee Profile associated with finger scan.

[1] Refer to Employee Profile section for more information on entering user with supervisor privileges.
[2] When adding an employee in Employee Profile, enter a card number that will be associated with employee finger scan.

 NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

TERMINATION REASON[1]

There are two predefined Termination Reasons, Voluntary and Involuntary. If you wish to add additional Termination Reasons, click “Setup” on toolbar, and select “Termination Reason”. Once Termination Reasons are entered, they are available for selection in Employee Profile screen.

Add Termination Reason

1. Click **“Add Termination Reason”**.

General

- o **Termination Reason ID***
  Enter unique **Termination Reason ID**. The Termination Reason ID may be used as a search filter selection in the software.
- o **Termination Reason ID Description**
  Enter Termination Reason Description.

2. Click **“Save & Close”**.

Edit Termination Reasons
Click “Edit” icon in corresponding row.

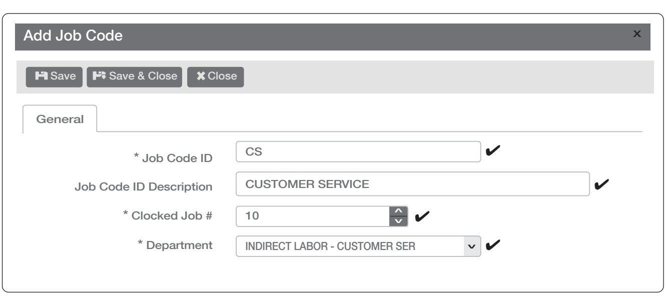
Delete Termination Reasons
Click “Delete” icon in corresponding row. Deletion is not allowed if Termination Reason is associated with an Employee Profile.

JOB CODE *(free upgrade upon request)*

Job Code records time spent on a job for tracking purposes. If the Job Code feature is enabled after TimeTrax™ software is already in use, a predefined Job Code is automatically generated for all previously entered Departments. If you add additional departments after the purchase of job codes, you must set up a job code for the new department. Click “Setup” on toolbar, and select “Job Code” from drop down menu. More than one Job Code may be associated per department. Once Job Codes are entered, a Job Code must be associated with employee on the Employee Profile screen.

Add Job Codes

1. Click **“Add Job Codes”.**



JOB CODE (cont.)

General

- o **Job Code ID***
  Enter unique Job Code ID. The Job Code ID may be used as a search filter selection in the software.
- o **Job Code ID Description**
  Enter Job Code ID Description.
- o **Clocked Job#**
  Enter unique Clocked Job number (up to 4 digits) to be used at time clock.
- o **Department***
  Enter associated Department.

2. Click **"Save & Close".**

Enable Job Codes Entry at Clock

1. Click **"Clock"** on main menu and select **"Hardware Manager"** from drop down menu.
2. Click **"Edit"** for each time clock where Job Codes will be used.
3. Check "Enable Job Code entry at the clock" box.
4. Click **"Save and Close"**.

To Use Job Code at Clock

When punching IN, the time clock will display, **"Job Code?"**. Follow rules below to determine if a Job Code should be entered at the time clock:

When punching into their own department, the employee will punch IN, then press **"Enter"** after **"Job Code?"** is displayed. This punch is associated with the employee's **"default"** department.

When switching between departments, the employee enters a new Job Code after **"Job Code?"** is displayed. The employee is now punched into the new department, and out of the previous department.

When punching OUT for breaks, lunch, or at the end of the day, the employee will enter the Job Code for the department for which they are punching out.

Edit Job Codes

To edit a Job Code, click **"Edit"** icon in corresponding row. Changes are reflected immediately and only impact unapproved pay periods.

Delete Job Codes

To delete a Job Code, click **"Delete"** icon in corresponding row. Deletion is allowed only if the Job Code is not associated with an Employee Profile.

NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

ADMINISTRATION

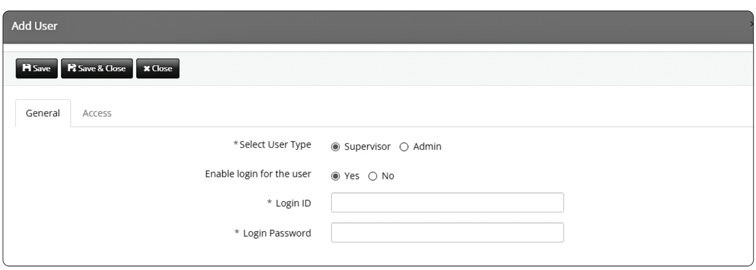
The Administration feature is used to set up user accounts and change system time card settings. Click “Administration” on main menu screen, then select from options.

USER ACCOUNTS

Create unlimited User Login accounts for anyone requiring access to the System. Each User account is only associated with one User Type. A user account is automatically generated for every employee entered into the system. To allow software access to a user, simply edit their user account and enter Login information. Click “**Administration**” from top tool bar and select “**User Account**” from drop down menu.

To edit an existing user click **Edit** to the right of their name on the **User Account** screen.

To add a new user like a supervisor or admin, who is not using the time clock, click **Add User**.



USER ACCOUNTS (cont.)

General
Enter information for User Login. Only the System Administrator may select associated permissions and create user accounts.

- **Select User Type**

  Employee Permissions
  You can give them access to view their own time card and reports.

  Supervisor Permissions
  You can give access to specific departments. You can give access to view or view and edit the time cards.

  System Administrator Permissions
  Allows full Access.
  You can set up 2 Admin accounts as part of your subscription plan.
  Call Customer Support to upgrade at 888 479-7264, M-F 8:30-5 EST

- **Select Employee**
  If **"Employee"** is selected, a list of all employees within software will be available.

- **Enable Login for the user**
  Select "Yes" or "No"

- **Login ID**
  Enter Login

- **Login Password**
  Enter required password. Click **"Save and Close"**

Supervisor Access
List all Departments to be associated with defined Supervisor or User Type. Check **"Select"** to attach Department to the user.

1. Select **"Yes"** or **"No"** if this Supervisor can:

   - **"Edit Time Card"**, for selected department.

2. Click **"Save & Close"**.

Edit/Delete User Accounts
All accounts, other than System Administrator, may be edited or deleted. To Edit/Delete any user accounts, click "**Edit/Delete**" icon in corresponding row. System will only allow User Name and Password to be changed from the System Administrator account.

NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

TIME CARD SETTINGS

Additional options for Employee Time Card. Click **“Administration”** from toolbar, and select **“Time Card Settings”** from drop down menu.

- o **Filter Punches Closer Than**
  Eliminates duplicate punches within user-defined time. (i.e. If employee accidentally punches In or Out twice, filter will automatically omit the second punch within defined time frame. 90 seconds is recommended.)

- o **Time Display Format**
  Select **“12 Hour”** (AM/PM) or **“24-Hour Military”**.

- o **Display Format For Calculated Times**
  Select **“Minutes”** or **“Minutes in Hundredths”** (i.e. 8:30 minutes=8.50 hundredths).

- o **Preferred Time Zone**
  Choose time zone.

- o **Daylight Saving Time**
  Use default from selected Time Zone or disable.

2. Click **“Save & Close”**.

CLOCK

To access Clock features, click “**Clock**” and select an option from drop down menu.

- o **Bell Schedule**
- o **Hardware Manager**

AUTOMATIC PUNCH DOWNLOAD

Once you have claimed your time clock, the clock will automatically download punches every minute after a punch is received. Downloaded punches are matched with the Employee Card # and are visible on Employee Time Card. Punches that cannot be associated with an employee will display as “**Unassigned Cards**”.

If you need to download your punches immediately, press the F1 button and 9 on the time clock.

UNASSIGNED CARDS

Unassigned cards are cards that contain downloaded punches not associated with an Employee Profile or deleted cards previously assigned to an Employee Profile.

1. Click **“Unassigned Cards”** icon from vertical tool bar.
2. The **“Process Unassigned Cards”** screen displays. Punches may be deleted or assigned to appropriate employee by selecting an employee under **“Assign To”** drop down list. This screen will provide card# and punch count. To access specific punch details associated with the unassigned card, click **Details** located to the left of the corresponding card number. If employee is not listed, add the employee on the profile screen, then enter unassigned card #.

BELL SCHEDULE

TimeTrax™ Elite time clock models SAASPROX, SAASBIO accommodate bell scheduling or standard start/end and break/lunch times. Bells are programmed to ring at a specific time to notify employees, up to 300 bell events. Bell ringing hardware and bells are available for purchase at pyramidtimesystems.com or by contacting Customer Support at
888 479-7264,8:30am to 5pm EST M-F.

Click **“Clocks”** from toolbar and select **“Bell Schedule”** from drop down menu.

Add Bell Schedule

1. Click **“Add Bell Schedule”**.

General

- o **Bell Schedule ID***
  Enter a unique **Bell Schedule ID**. The Bell Schedule ID may be used as a search filter selection in the software.
- o **Bell Schedule ID Description**
  Enter Bell Schedule description.

Add Bell Event

2. Click **“Add Bell Event”**.

- o **Ring Time***
  Use up/down arrows to choose what time bells ring.
- o **Ring Duration***
  Select length of time bells ring from drop down list.
- o **Select Days***
  Check the days of the week bells ring.

3. Click **“Save & Close”** on Add Event Screen.

4. Click “Save & Close” on Bell Schedule Screen. **If more than one Bell Schedule is needed, repeat steps above. Only one bell schedule may be active at a time.**

NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

Save Bell Schedule
Once Bell Schedules are created, they must be saved to the time clock.

1. Click **"Save Bell Schedule"**, and choose the schedule to be saved from the drop down menu.
2. Select the clock to save the bell schedule to and click **"Save and Close"**.

Edit Bell Schedule
Click **"Edit"** icon in corresponding row.

HARDWARE MANAGER

Click "Clock" from toolbar and select **"Hardware Manager"** from drop down menu.

Hardware manager lists all time clocks and devices connected to the network.

Global Settings

This feature provides settings automatically configured for any Ethernet time clock discovered by the software. If any time clocks require different options, use **"Custom Settings"** by clicking "Edit" for each specific time clock.

1. Click **"Global Setting"** to configure options as follows:

- o Time Source
- o NTP Lookup
- o Time Zone
- o Daylight Saving Time
- o Enable Keypad Punches
- o Time and Date Format (Advanced)

Time Settings

- o **Time Source**
  NTP is your time source
  The time clock will receive time from one of several predefined public NTP time servers listed in the software.
- o **NTP Lookup**
  NTP Lookup Frequency. 24 hours is the default and recommended.
  Enter time frequency for time clocks to request NTP Server time.
- **o NTP Servers**
  Allows user to select or add alternative NTP Servers. Only those servers added may be edited or deleted. To add NTP Server, click **"Add NTP Server"** and enter requested information.
- **o Time Zone**
  Select time zone in which the time clocks are located. If time clocks are located in different time zones, select custom settings for each time clock.

HARDWARE MANAGER (cont.)

- o **Daylight Saving**
  Select DST setting corresponding to selected time zone. If time clocks are located in different time zones with different DST settings, select custom settings.
- o **Time and Date format under Advanced settings**
  Time clocks are formatted to AM/PM (regular time). To choose military time, click on Advanced and choose military time from the drop down for Time Format. If all time clocks are not using the same time format, select “Custom Settings and set clocks individually to the correct format.

  Time clocks are formatted to USA Date format. To change to Euro date format, click on Advanced and choose Euro from the drop down for Date format. If all time clocks are not using the same date format, select Customer Settings and set the clocks individually to the correct format.
- o **Keypad Punches**
  Allows employees to punch in on the keypad of the dock. You can set keypad limits to only give certain people access.
- o **Job Codes**
  Check **“Enable Job Codes”** if you have added them to track time on specific Jobs.

If you would like to name your clocks, select **Custom Settings** and Edit your Clock Name.

Click **“Save & Close”**.

TIME CARD

Provides employee punch data, including a snapshot of rules assigned to each employee. View options for employee hours are as follows:

- o Punch Details
- o Payroll Details
- o Filtered Punches

1. To access **Employee Time Card** screen, click **“Time Card”** icon located on left vertical toolbar or within **Employee Profile** screen by selecting, **“Edit Time Card”**.

Punch Details
Provides active employee punch data which may be edited, inserted, or deleted for all *(current, previous, 2 prior)* unapproved pay periods. Approved pay periods must be “Un-Approved” to allow changes. Pay periods automatically close after third prior pay period and are available under Archive Reports. It is recommended to approve Time Cards for tracking purposes and exporting to a Payroll Provider.

Each punch status is color-coded as follows:

Black	Time clock punches
Green	Inserted punches, edited punches, punch comments and corrected Job Codes
Red (x)	Deleted time clock punches or invalid Job Codes entered at time clock
Pink	Special Pay
Blue	Missed punches and Punch Info column
Yellow	Shift overrides

NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

Add Punch
Allows manual punch entry to employee time card. Click **"Add Punch"** or right click on date in In/Out column and select **"Insert"** to Add Punch. Enter the following data:

Punch Date*
Punch Time*
Time Zone
Department ID*
Job Code *(available with upgrade)*
Punch Comment *(can also be accessed by right-clicking on punch and choosing "comment")*

Added punches are shown in "green" on Time Card screen. If employee forgets to clock In/Out, a blue "Missed" message displays in place of punch. To manually enter missed punch, click "Missed" message and add punch information. TimeTrax™ recalculates day and pay period totals after punch is added. Punches may only be added if pay period is not closed *(past 3rd prior pay period)* and not approved. If an error occurs when adding a punch, delete and re-enter punch.

2. Click **"Save & Close".**

Adding Punches with different Job Codes
If "Added Punch" has a different Job Code then previous punch, TimeTrax™ generates an Out punch for the previous job, and an In punch for the new job codes.

Edit Punch
Edits are performed by double-clicking the punch. The **"Edit Punch"** screen will display. Punches may only be edited if pay period is not closed (past 3rd prior pay period) and not approved. TimeTrax™ does not allow modifications to be made to Date or Time Zone settings if punches were downloaded from time clock. If these items need to be modified, delete and re-enter punch.

Delete Punch
To delete a punch, right-click punch and select **"Delete Punch"**. Punches may only be deleted if pay period is not closed (past 3rd prior pay period) and not approved. Deleted time clock punches are indicated by a red **"x"** and remain visible. Once a punch is deleted, hours are recalculated.

Click **"Save & Close"**.

TIME CARD (cont.)

Special Pay
To enter Special Pay for single employee, right-click on day and select **"Add"** and **"Special Pay"**. Special Pay may also be accessed from top toolbar by clicking **"Special Pay"** and **"Add Special Pay"**. To enter Special Pay for multiple employees, applied to current, previous or two prior pay periods, refer to **"Global Special Pay"**. Enter the following data:

Date Range*
Select **"Yes"** to apply Special Pay to more than one consecutive day. Select **"No"** to apply Special Pay to single day only.

Date*
If **"Yes"** is selected for Date Range, select the consecutive days to **"Apply the Special Pay"**. Hours entered for Date Range must be for single day (i.e. 8:00 hours). The software automatically duplicates 8 hours to each day within Date Range.

Pay Type*
Select Pay Type, Vacation, Sick, Other.

Hours or Amount ($)
Enter hours (within a single day) or amount associated with Special Pay.

Comments
Enter a comment.

Click **"Save & Close"**.

To view a listing of **Special Pay** applied to pay period, click **"Special Pay"** on top toolbar. Special Pay can either be Edited or Deleted from list.

Shift Overrides
Use Shift Overrides when a specific employee is required to work a different shift on specific days within pay period. All rules associated with new shift will apply to employee.

1. To enter Shift Override for specific day, right-click the day, select **"Insert"** and select **"Add Shift Override"**. Shift Override may also be accessed by clicking **"Shift Override"** on Time Card screen. Enter the following information:

   Date*
   Select date the Shift Override applies to.

Shift*
Select shift to apply to selected date.

2. Click **"Save & Close"**.

To view a list of Shift Overrides for pay period, click **"Shift Override"**. Shift Overrides may be edited or deleted from list. Shift Overrides are displayed under "Punch Info" column on Time Card screen.

Approve/Approve & Go Next
Employee time cards should be approved at close of each pay period for punch confirmation and export purposes. The time card must be approved prior to exporting to Payroll Provider. Upon time card approval, the status will change to **"Approved"**, and the **"Approved By"** populates with user name.

NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

Time cards may not be modified unless **"Un-Approved"**. **"Approve & Go Next"** approves current employee and proceed to next employee time card for approval. TimeTrax™ does not allow current pay period to be approved until all prior pay periods *(previous and 2 prior)* are approved. Pay periods past the "3rd prior" mark are automatically archived, whether or not they are approved, and may not be edited.

Pay Details
Provides total of regular, overtime and special pay hours worked, including dollar amount. Dollar amount is calculated if employee hourly rate is entered in Employees Profile and/or dollar amount is entered using Special Pay.

Filtered Punches
Displays duplicate punches filtered for selected employee. To activate **"Filtered"**, click **"Administration"** from top tool bar and select **"Time Card Settings"** from drop down menu. Refer to **"Time Card Settings"**.

GLOBAL SPECIAL PAY

Distributes Special Pay to multiple employees. Select from the following:

Payroll Selection
Select Pay Class and Pay Period.

Employee Selection
Select All Employees, Employees by Group or Employees by Dept.

Special Pay Details

- **Date Range**
  Select **"Yes"** to apply Special Pay to more than one consecutive day. Select **"No"** to apply Special Pay to single day only.
- **Date**
  If **"Yes"** is selected for Date Range, select the consecutive days to **"Apply the Special Pay"**. Hours entered for Date Range must be for single day (i.e. 8:00 hours). The software automatically duplicates 8 hours to each day within Date Range.
- **Pay Type**
  Select Pay Type, Vacation, Sick, Other...
- **Hours or Amount ($)**
  Enter hours (within a single day) or amount associated with Special Pay.
- **Comments**
  Enter a comment.
- **Do not give Special Pay to employees hired less than**
  Enter days employee must work before special pay can be applied. A hire date must be entered on Employee Profile.

Click **"Save and Close"**.

REPORTS

TimeTrax™ Time and Attendance software generates 24 reports. To access reports, click **"Reports"**, then select report from menu. Reports may also be accessed by clicking **"Reports"** from left vertical toolbar.

PAYROLL REPORTS

Detail Payroll Report
Combines Payroll Summary Report and Time Card Report with Comments, if selected

Employee Punch Report
Date, Punch In/Out and Punch Information

Hourly Summary Report
Employee #, Employee Name, Total Hours Worked, Regular Hours, Overtime Hours

Payroll Summary Report
Pay Type, Applied As, Hourly Rate, Rate Modifier, Hours, and Amount

Time Card Report
Individual punches, Department, Special Pay, Comments, if selected, Regular and Overtime running totals, and Punch Information

EMPLOYEE INFORMATION REPORTS

Attendance Report
Absent and Missed Punches for selected Pay Period

Attendance Report for Today
Show employees IN/OUT and missed punches for today

Birth Date Report
Employee Name, Birthday, Department and Employee Group

Emergency Contact Report
Employee Name, Emergency Contact, Department and Employee Group

Employee Card Report
Employee Name, Card Number, Card Type, Department and Employee Group

Employee Seniority Report
Employee Name, Employee ID, Hire Date and Days Employed

Employee Detail Report
General and Personal information from Employee Profile

Hire Date Report
Employee Name, Hire Date, Re-Hire Date, Department and Employee Group

Phone Directory Report
Employee Name, Home Phone, Cell Phone, Work Phone, Department and Employee Group

Supervisor Card Report
Employee Name, Supervisor Card #, Department and Employee Group

Termination Report
Employee Name, Termination Date, Termination Reason, Employee Status, Department and Employee Group

NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

DEPARTMENT REPORTS

Department Hours Report
Department ID, Department Description, Regular, Overtime, other and Subtotals

Department List Report
Department ID and Department Description

ARCHIVE REPORTS

Detail Payroll Report
Combines Payroll Summary Report with Time Card Report

Employee Punch Report
Date, Punch In/Out and Punch Information

Hourly Summary Report
Employee #, Employee Name, Total Hours Worked, Regular Hours, Overtime Hours

Payroll Summary Report
Pay Type, Applied As, Hourly Rate, Rate Modifier, Hours, and Amount

Time Card Report
Individual punches, Department, Special Pay, Comments, if selected, Regular and Overtime running totals and Punch Information

Department Hours Report
Department Description, Department ID, Regular Hours, Overtime (1.5), Overtime (2), Other and Subtotals

Attendance Report
Absent and Missed Punches for selected dates

JOB CODE REPORTS

Job Codes Reports are available if you have ordered your free upgrade to Job Codes.

Time Card with Job Codes Report (Included in Archive Report list)
Individual punches, Job Code ID, Clocked Job #, Special Pay, Comments, if selected, Regular and Overtime running totals and Punch Information

Job Code Hours by Department (Included in Archive Report list)
Department, Clock Job #, Job Code ID, Hours and Totals

Job Code by Employee
Employee Name, Job Code ID, Clock Job # and Department

Job Code List Report
Job Code ID’s, Job Code Descriptions, Clock Job Number and Department

EXPORT

Sends payroll data to listed payroll provider. Please verify information required by your Payroll Provider before processing an export. Below is a list of supported Payroll Providers:

- **ADP**
- **Fidelity**
- **Generic Text**
- **Heartland**
- **PayChex Preview**

Payroll
To access Payroll, click **"Export"** from top tool bar, then select **"Payroll"** from drop down menu. Payroll may also be accessed by clicking "Payroll" icon on vertical tool bar.

Payroll Selection
Select Pay Class and Pay Period to be exported

Employee Selection
Pay Class
Employee Groups
Department

DOWNLOAD PAYROLL

Provides a list of all created export files which can be selected for download.

Click **"Export"**.

ADP Export Setup

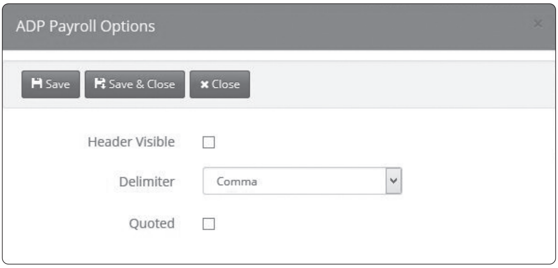
Click **"Payroll"** icon from left tool bar. Enter the following data to generate an Export:

Payroll Selection
Select Pay Class and Pay Period

Employee Selection
Select Employees by Pay Class, Employee Group or Department

Export To
Select **"ADP"** from drop down menu and click **"Setup Export"**

Please consult with ADP for information needed to properly generate an export. Time Cards for specified pay period must be **"Approved"** before Exporting to Payroll Provider.



NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

ADP Export Setup (cont.)

1. Select **“Header Visible”**.
2. Choose **“Comma”**, **“Semi-Colon”** or **“Tab”** for Delimiter.
3. Select **“Quoted”**.
4. Click **“Save & Close”**.
5. Click **“Run Export”.**
6. Click **“Export”** from top toolbar.
7. Click **“Download Payroll”.** The Download Payroll screen provides a list of files for selection to download to a specified location.

Employee names are populated for export based on selections. To remove employee from export, un-select employee name.

- **Export Format**
  Select Payroll Provider from drop down menu. All time cards for pay period must be approved prior to export to Payroll Provider.
- **Setup Export**
  Select for initial export. Enter all information required by Payroll Provider.

Click **“Save and Close”**.

Run Export
Recommended only if Setup Export completed and required data is entered for Payroll Provider.

10. Select **“Bereavement Hours Code”**.
11. Select **“Jury Duty Hours Code”**.
12. Select **“Save & Close”**.
13. Click **“Run Export”.**
14. Click **“Export”** from top toolbar.
15. Click **“Download Payroll”.** The Download Payroll screen provides a list of files for selection to download to a specified location.

Generic Export Setup

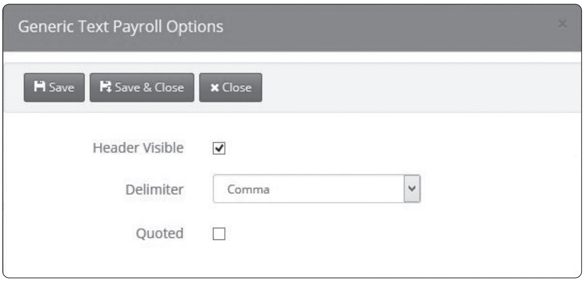
Click **"Payroll"** icon from left tool bar. Enter the following data to generate an Export:

Payroll Selection
Select Pay Class and Pay Period

Employee Selection
Select Employees by Pay Class, Employee Group or Department

Export To
Select **"Generic"** from drop down menu and click **"Setup Export"**

Time Cards for specified pay period must be **"Approved"** before exporting.



1. Select **"Header Visible"**.
2. Choose **"Comma"**, **"Semi-Colon"** or **"Tab"** for Delimiter.
3. Select **"Quoted"**.
4. Click **"Save & Close"**.
5. Click **"Run Export"**.
6. Click **"Export"** from top toolbar.
7. Click **"Download Payroll"**. The Download Payroll screen provides a list of files for selection to download to a specified location.

NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

Fidelity Export Setup

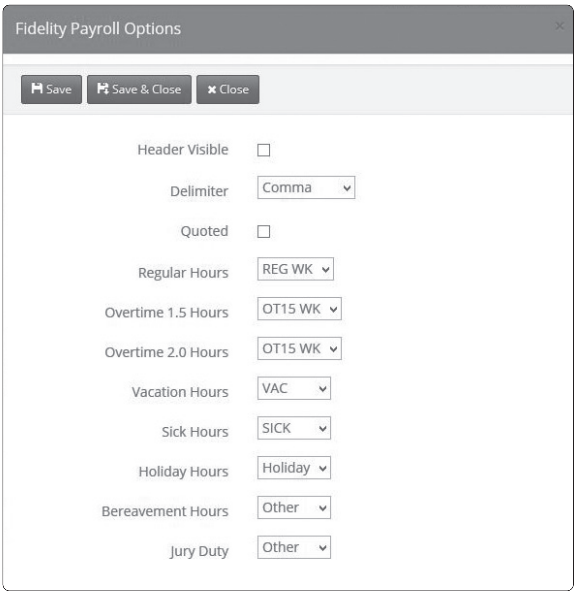
Click **"Payroll"** icon from left tool bar. Enter the following data to generate an Export:

Payroll Selection
Select Pay Class and Pay Period

Employee Selection
Select Employees by Pay Class, Employee Group or Department

Export To
Select **"Fidelity"** from drop down menu and click **"Setup Export"**

Please consult with Fidelity for information needed to properly generate an export. Time Cards for specified pay period must be **"Approved"** before Exporting to Payroll Provider.



1. Select **"Header Visible"**.
2. Choose **"Comma"**, **"Semi-Colon"** or **"Tab"** for Delimiter.
3. Select **"Quoted"**.
4. Click **"Regular Hours Code"**.
5. Click **"Overtime Hours Code"**.
6. Click **"Double Time Hours Code"**.
7. Click **"Vacation Hours Code"**.
8. Select **"Sick Hours Code"**.
9. Select **"Holiday Hours Code"**.

PayChex Preview Export Setup

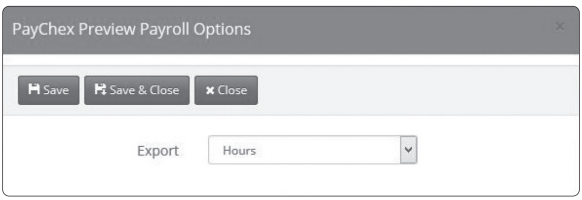
Click **“Payroll”** icon from left tool bar. Enter the following data to generate an Export:

Payroll Selection
Select Pay Class and Pay Period

Employee Selection
Select Employees by Pay Class, Employee Group or Department

Export To
Select **“Fidelity”** from drop down menu and click **“Setup Export”**

Please consult with PayChex for information needed to properly generate an Export. Time Cards for specified pay period must be **“Approved”** before Exporting to Payroll Provider.



1. Select **“Hours”** or **“Pay”**.
2. Click **“Save & Close”**.
3. Click **“Run Export”**.
4. Click **“Export”** from top tool bar.
5. Click **“Double Time Hours Code”**.
6. Click **“Download Payroll”**. The Download Payroll screen provides a list of files for selection to download to a specified location.

NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

Heartland Export Setup

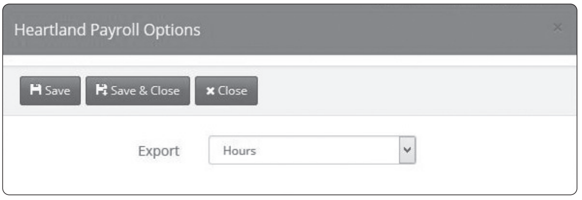
Click **"Payroll"** icon from left tool bar. Enter the following data to generate an Export:

Payroll Selection
Select Pay Class and Pay Period

Employee Selection
Select Employees by Pay Class, Employee Group or Department

Export To
Select **"Heartland"** from drop down menu and click **"Setup Export"**

Please consult with Heartland for information needed to properly generate an export. Time Cards for specified pay period must be **"Approved"** before Exporting to Payroll Provider.



1. Select **"Hours"** or **"Pay"**.
2. Click **"Save & Close"**.
3. Click **"Run Export"**.
4. Click **"Export"** from top tool bar.
5. Click **"Download Payroll"**. The Download Payroll screen provides a list of files for selection to download to a specified location.

USING BIOMETRIC TIME CLOCK

SAASBIO

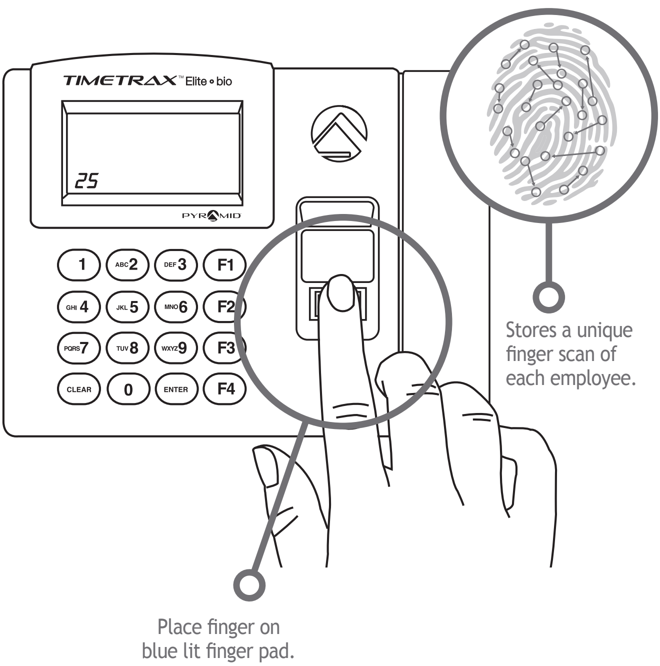
IMPORTANT: Before using time clock, please register employee finger scans at the terminal. To access instructions, click "Help" from main toolbar, or click "F1" for help on a specific screen. Please reference "FINGERSCAN REGISTRATION (SAASBIO) section.

Place finger on finger pad.

If employee finger scan is successfully read, the time clock terminal will beep and the employee number will be displayed on terminal screen.

Employee punches generated from finger scans are stored within the terminal. Punches are automatically downloaded into the software every few minutes as long as the clock has been claimed under Clock/Hardware Manager.

If you need to download a punch immediately press F1 and 9 on the keypad of the time clock.



NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

USING PROXIMITY TIME CLOCK

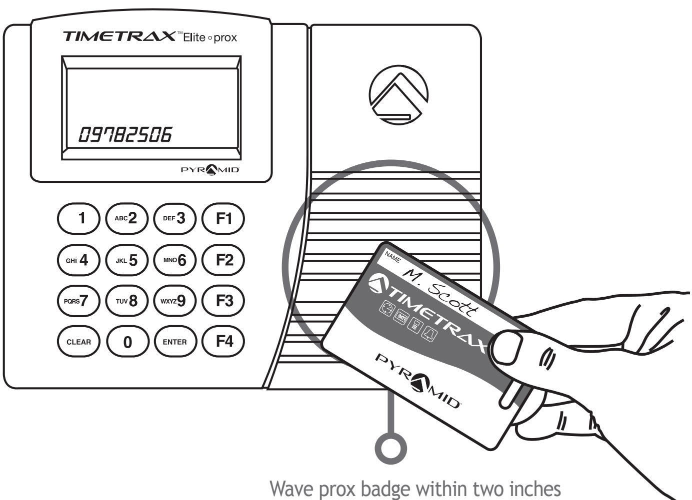
SAASPROX

Wave prox badge within two inches of target area.

If employee badge number is successfully read, the time clock terminal will beep and the badge number will be displayed briefly on terminal screen.

Punches are automatically downloaded to the software every few minutes as long as the clock has been claimed under Clocks/Hardware Manager.

If you need to download a punch immediately press F1 and 9 on the keypad of the time clock.



Wave prox badge within two inches of the target area.

DIAGNOSTIC MODE

For troubleshooting information, you may use the diagnostic mode on the TimeTrax™ terminals to gather the following information (SAASPROX, SAASBIO):

KEY SEQUENCE	ACTION
F1 + 1	Displays firmware version
F1 + 2	Displays the user defined terminal name
F1 + 3	Displays the MAC address of the terminal
F1 + 4	Displays the IP address of the terminal
F1 + 5	Displays the uptime or the time that the unit has been running without loss of power
F1 + 6	Displays the number of punches that have not been downloaded
F1 + 7	Displays the unique Clock ID
F1 + 8	Displays the Company ID
F1 + 9	Connects the clock to the Manager to push any recent settings or to immediately download punches

TROUBLE SHOOTING

For troubleshooting information, visit pyramidtimesystems.com or call Customer Support at 888 479-7264, Monday thru Friday, 8:30am to 5pm (EST).

 NOTE: If you are making changes in your software for your Time Clock and you want the changes to be effective immediately press the F1 key and then 9 on your time clock. If your clock is online and active, the changes will take place immediately.

INDEX

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CONTACT US:
For more information, visit pyramidtimesystems.com or call our technical support team at **888 479-7264** during regular business hours: **8:30am-5pm EST, Monday-Friday.**

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