

SOFTWARE MANUAL

VERSION 3.X

Copyright ? 1993-2006 by Sundial Time Systems
Code copyright ? 1997 - 2006 by Terry T Kinney
Manual revised and produced by Sundial Time Systems

Sundial Time Systems makes no representation or warranty, either expressed or implied, by or with respect to the RealTime? and Communications programs or anything in this manual or reports created in, but not limited to warranties or merchantability and fitness for a particular purpose.

Sundial Time Systems is a Division of Frog Hollow Software, Inc.
RealTime? is a trademark of Sundial Time Systems
ZON? and TRANZ? are trademarks of VeriFone, Inc.
ATS? is a trademark of AccuTime Systems, Inc.
HandPunch™ is a trademark of Recognition Systems , Inc. an Ingersol-Rand company.
Windows? , Access? and Excel? are trademarks of Microsoft Corporation? .
Lotus? is a trademark of Lotus Corporation? .
WinFax? is a trademark of Delrina Corporation?

Contents

SECTION I	11
Requirements for Operating RealTime	13
Hardware/Software Required	13
Optional	13
Recommended	13
RealTime Features	14
Upgrade Instructions	15
1. Getting Started	17
Getting Started Overview	17
Installing <i>RealTime</i>	18
Monitor Setup	19
Printer Setup	19
2. Navigation	21
Overview	21
Navigation Form	21
Navigation Toolbars	22
Main Toolbar	22
Print Preview Toolbar	22
Icons	23
Undo Changes	23
The Next Steps in RealTime	24
3. Creating your Client Company	25
Overview	25
Setting Up a Company	25
Editing an Existing Client	28
Selecting another Client (Multi-Client Version Only)	28
Viewing and Printing a List of Companies	28
4. Setup the Application Parameters	29
Password Security Setup	29
RealTime Software Options	29
General:	29
Modules:	29
Application:	30
Consideration for Shifts Spanning “New Day” (Midnight)	31
Reports:	32
Pay Types:	32
Filters:	32

Overtime Payroll Rules	33
Section Descriptions:	33
Field Descriptions:	34

5. Create Reference Data 35

Overview	35
Department Code Setup.....	35
Job Code Setup.....	35
Holiday Setup.....	35
Holiday Dates.....	36
Holiday Groups.....	36
Shift Setup.....	37
Reporting Purposes	37
Accruals.....	37
Accrual Overview	37
Accrual Setup.....	38
Differential (optional feature).....	38
Differential Overview	38
Differential Setup.....	38
Differential Rules.....	39

6. Scheduling and Attendance 41

Scheduling and Attendance Overview.....	41
Schedule Setup	41
Scheduling and Attendance Reports.....	43
Year End Attendance Posting.....	44

7. Employee Setup 45

Employee Setup Overview	45
Adding an Employee	45
Editing an Employee	45
List View Fields:	46
Sorting and Filtering the List View:	46
Detail View Fields:	46
General Section:.....	46
Pay Info Section:.....	47
Assignments Section:	47
Deleting an Employee	48
Importing Employee Data	48

SECTION II 49

8. Working with Your Data 51

Overview	51
Collect the Transaction Data	51
Review and Edit Transactions	52
Adjusting your View (Top of the Form)	53
Summary Information (Bottom of the Form)	53
Transactions Overview.....	54
Individual Fields	54

9. Using Your Data 57

Overview.....	57
Parameters.....	57
Date Range	57
Badge ID	57
Home Dept	57
Job Range	57
Assigned Shift.....	58
Show Pay Rates/Earnings	58
Preview Reports.....	58
Group by Departments.....	58
Page Break between Departments	58
Printing Reports	58
Time Reports	58
Labor Cost Reports	58
Attendance Reports.....	58
Management Reports	58
Exporting data.....	59
Standard Payroll Export	59
Additional Export Formats	59
Exporting Employee Data.....	59
Transferring Transactions to Another RealTime Database.....	59
10. Pay Period End	61
Edit Absence Records.....	61
Posting Attendance Data.....	61
Close the Period.....	61
11. System Maintenance	63
Overview.....	63
Archiving Data.....	63
Un-Archiving Data.....	63
Delete From Archive.....	63
Year End Routine.....	64
Backup your Data	64
Database Utilities Program	64
When to Use	64
Repair	65
Compact.....	65
Files Exist Message	65
12. Special Processes	67
Bulk Entry – Other.....	67
Bulk Entry – Special.....	67
Commission/Piecework.....	68
Distributed Entry.....	69
Quick Entry.....	69
SECTION III	71
13. Network Installation	73
Network Overview.....	73

14. Job Cost Option	75
Job Cost Overview	75
Setting Up Jobs	75
Job Cost Reporting	75
Tips for Job Cost Operations.....	76
15. Bar Code Option	77
Bar Code Generator Overview	77
Requirements.....	77
Printer Requirements.....	77
Label Options.....	77
Defining Labels to Print	78
Tips for Printing Bar Codes	78
16. Technical Support	79
Technical Support Overview	79
Updates and Upgrades.....	79
Updates	79
Upgrades	79
Alternate Products.....	79
Technical Support	79
Tips for Faster Support.....	80
17. Advanced User Information	81
Troubleshooting RealTime.....	81
18. Database File Structure	83
File Structure for Storage of Company Data	83
Export ASCII File Layout	84
Major File Relationships	85
Table Editor	86
Available Table Structure.....	86
19. Importing Data	87
Import Overview	87
Import Process.....	87
Punch type Summary.....	87
Creating Import Data.....	88
Importing from the ASCII Archive File	88
Importing Employee Data	89
By Badge ID	89
Importing Department or Job Data.....	90
Transferring Data	91
Index	93

INTRODUCTION

Welcome

Product Overview



RealTime offers an affordable solution to payroll preparation. It has been designed to be simple, efficient and reliable.

While RealTime was designed to run effortlessly under Microsoft Windows 9x, ME, 2000/NT, and XP. This manual does not provide the user with training to run Windows. Refer to the Windows tutorials located in Windows Help menu and the manuals that came with the Windows program for more information. Proficiency with Windows enhances your productive use of RealTime.

There are many ways to approach learning RealTime. It is suggested that you take a few minutes to read through the manual, then practice going through all the functions of the program with some trial data. Then delete the trial data before going live with your payroll system.

Your ongoing business is appreciated. Please do not hesitate to call or write with comments or desires. We will continue to provide more features based on requests.

The RealTime Process

The RealTime system has two main components that work together and play the role of collecting, storing, processing and using data.

1. Data Collection

The data collection method(s) implemented depends on organizational needs and preferences. RealTime supports data collection from various sources including data terminals like Badge Readers, Biometric devices and Mobile data collectors, software programs like PCTimeClock

and Remote Entry, and Systems like the TeleTrak product or Web Entry. Each of these methods collects time stamped transaction data and delivers it to the RealTime database.

2. Your Computer with RealTime™ software

Holds the information in a database, processes the data for calculation of hours, overtime, attendance, holidays, and much more. RealTime then makes a wide array of reports available and can also export the time data to your payroll system for paycheck preparation.

Other tools, such as the Communications program, may be used by RealTime to facilitate the overall operation of the product.

? **Note:** This manual focuses on setting up and using RealTime software and the external Communications program. For assistance setting up and using the various Data Collection tools, please refer to the information provided with those tools.

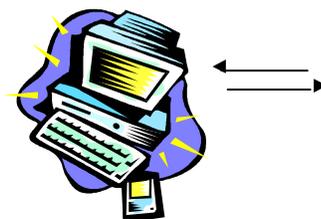
Step-by-Step Guide

As with all new programs, understanding the program's basic flow makes it is easier to use effectively and get results faster. Here is a step-by-step flow of the process:

1. Data is entered into the Data Clock (or other data collection tool) via magnetically encoded cards, bar code cards, a bar code wand, keypad entry, CCD or laser scanner.



2. Data is automatically sent from the Data Clock to the RealTime database. Some data collection tools will require that the RealTime PC be left on, while other tools may not.



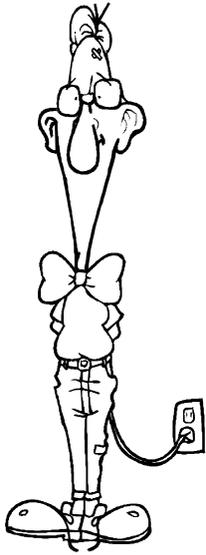
3. RealTime creates an Exceptions Report of any missing or erroneous punches, which the user views and/or prints, entering any corrections or new employee data.

Test Exceptions: 4

Sundial Time Systems, Inc.
Exceptions Report
11/15/2001 - 11/21/2001

ID	Name	Home Dept	Dept	Job	Emp #	Time	Date Out	Time In	Time Out
1881	Ove, Alan	100	100				11/15/2001	8:16	
4882	Ove, John	100	100		7160001	1:00			
		300	100						
		100	100		7160001	1:55			

ID Numbers with Names
Number of Entries: 3
1001



Installation and Setup

Requirements for Operating RealTime



Hardware/Software Required

- Pentium based PC
- Minimum 32 MB of RAM.
- Microsoft Windows version 95 or above
- Serial or Bus Mouse
- 50 MB of available hard drive space
- Printer for reports (laser recommended)
- Data collection tool

Optional

- FAX board; Windows faxing software to send reports

Recommended

- Pentium III based PC at 600Mhz or faster
- 128 MB of RAM or more
- Approved UPS (Uninterrupted Power Supply) for overnight operation
- For best viewing, set monitor to 1024x768 or higher resolution.
- Do not run DoubleSpace or any other disk compression utility.
- For screen saver on PC, run blank screen.
- (Screen Saver applications may interfere with automated operations)
- If you are sharing a phone line with a FAX machine, use a line-sharing device.

RealTime Features



What's New in RealTime

Navigation

- Simplified Navigation tasks through re-location of certain Operations
- Made Parameters available from Navigation Screen
- Parameters now allows setting of a Date Range for Reporting

Transaction List

- Right Click to manually apply Overtime or Double-Time per Transaction.
- Right Click to "Split" a "Complete" transaction
- Auto apply Employee ID when creating new records and an employee is specified

Scheduling

- Enhanced Rounding and Trimming capabilities

Improved Options

- Added Password Protection for certain items
- Added ability to change the names of PTO / Monetary pay types

Employee Screen

- Created a "Detail" view for accessing all employee data and settings from a single screen
- Created a "Listing" view for a simple list of employees, similar to the 3.0 and 3.1 version
- RealTime will remember the users view setting and return to it automatically

Accruals

- Created ability to earn and use Paid Time Off hours based on Rules
- Support for 4 possible accrual values
- Unlimited number of accrual groups
- Accrue amounts based on Company or Employee years
- Accruals can accumulate during the year or can be added as a "Lump Sum"

Differential

- Differential amounts can now be applied to specific days of the week
- Differential rules can be configured in groups
- Employees can be assigned to a specific differential group

And more!

Upgrade Instructions

If you are upgrading RealTime from a previous version, please use the following steps:

- 1) Backup your existing data. This can be a simple copy of your data folder(s) or a more involved backup procedure.
- 2) Remove your existing Serial Number from your current installation. Open the "About" screen by clicking "About" in the Help menu. Now click the "Modify License" button. Enter 0 (zero) in the Serial Number field and click the "Process" button.
- 3) Apply your new Serial Number and Product Key to your existing version. Use the "Modify License" option from the "About" screen again. This time, enter your New Serial Number and Product Key. Now click the "Process" button.
- 4) Install the RealTime normally, ensuring that you indicate the same "Data Root" folder as the previous installation used. RealTime will automatically retrieve the Serial Number and Product Key from the files in the Data Root folder.
- 5) As each company / client database is opened, RealTime will automatically perform any necessary conversions to the data tables.

1. Getting Started

Getting Started Overview



Getting started with RealTime is easy. The following check list of activities will help to insure you have everything set up correctly.

STEP 1 – INSTALL SOFTWARE

- ✍ Install the RealTime software on your computer. (Refer to the Installing RealTime following this overview for details)
- ✍ Set up the Company information.
- ✍ Set up department codes and descriptions if desired
- ✍ Set up company holidays and holiday groups
- ✍ Set up shifts and shift descriptions if desired
- ✍ Setup shift differentials if desired
- ✍ Set up schedules if desired
- ✍ Set up employee names and numbers
- ✍ Assign departments, shifts, holiday and schedule to employee if desired.
- ✍ Set up job codes and descriptions if desired
- ✍ Set up Communications.

? **Note:** If you forget to set up an employee, the Exceptions Report will prompt you to insert this information after the first Data Clock download.

STEP 2 – INSTALL DATA COLLECTION

Hardware Data Collection methods

- ✍ Attach mounting brackets as needed
- ✍ Install and connect needed cables (Serial/Ethernet)
- or
- ✍ Connect terminal to analog phone line (Modem)

- ✍ Attach power connector
- ✍ Configure Terminal (See instructions provided with product)

Software / Other Data Collection Methods:

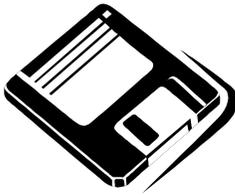
- ✍ Install according to instructions provided with product.

STEP 3 – TEST

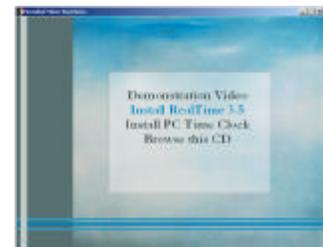
Test the system by:

- ✍ Entering several in and out punches using your time clock.
- ✍ Collect the punches using *RealTime* Communications. (Not required for certain clocks)
- ✍ Check system for data clicking the "Transactions" button on the toolbar. You should see the test punches you created.
- ✍ Delete test data. Go into Transaction List, Highlight all records and press the Delete key.

Installing *RealTime*

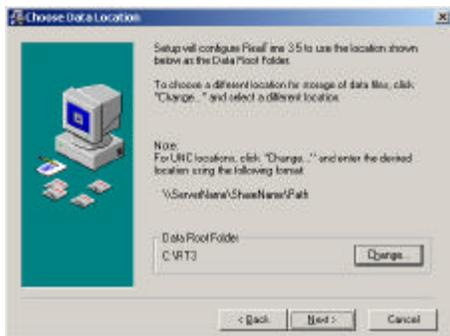


To install *RealTime*, place the CD into your CD ROM drive. The CD Navigation will start automatically. Start the Setup Program by clicking the "Install RealTime Software" option.



You will be able to choose between "**Standard**", "**Network**" and "**Advanced**" installation types. Standard will place the Program and Data files in their default locations. Network will allow you to specify your Data Root location, but will place the Program files locally. Advanced installation allows you your specify both the Installation and Data locations.

The default installation location for *RealTime* is C:\RT3. If you selected the "Advanced" installation type, you may choose a different location. Remember that *RealTime* is a "Desktop" product and should be installed to the local hard drive.



If you selected "Network" or "Advanced" installation type, you may choose to modify the Data Root location. This is the location that RealTime will use for data storage. RealTime uses Microsoft Access files for storage of employee and transaction data. The default location is C:\RT3, but may be any location you feel is appropriate. The location you select should be convenient for backup purposes and for access by other users. The Data Root folder is the "parent" folder for your company or client databases. When you are creating a company, RealTime will build a folder in the Data Root for storage of the company information.

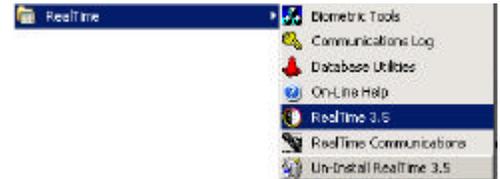
The Installation will offer to backup any files replaced and will allow you to select various components to include in the installation. RealTime 3.1 is the application and supporting files. Handpunch Configuration is only needed if you are using HandPunch type terminals. Printable Manuals include Microsoft Word documents of this manual and the Verifone Badge Reader Terminal. Demonstration Data will install a

Demo Company database file that will be automatically opened if you install as a demo (Serial Number and CD Key **NOT** supplied during install) and no other client companies exist.

? Do NOT use the Demonstration Data to “Jump Start” a new installation.

Finally, if this installation is the first machine to use this "Data Root" folder, the Installer will ask you to input your Serial Number and CD Key code. These numbers are affixed to a label inside your CD case. If they are left blank, RealTime will be installed in Demo Mode and will only support 5 employees until a valid Serial Number and CD Key code have been entered.

Once the installation is complete, the setup creates a new Program group with all the RealTime icons. RealTime will appear under Programs when you press the Start button. Simply Select "RealTime 3.x" from the group to start the application running. Additional Items are installed in this group and will be discussed later.



Monitor Setup

RealTime is designed for use with a monitor resolution of 1024x768 or higher. Lower resolution can be done, but some forms and reports may require scrolling to gain access to all areas.

Printer Setup

You may access the printer setup by selecting the Printer Setup option from the File menu on the RealTime Menu bar. RealTime uses your Default Printer for formatting reports, including reports being previewed. If you do not have a printer selected, attempting to print will generate an error message and nothing will be displayed if you attempt to preview.

2. Navigation

Overview

Navigating RealTime is designed to be easy and intuitive. The primary navigation tool will be the Navigation form that is displayed when RealTime opens. You may also make selections from the standard program menu or from the RealTime toolbars.

Additionally, many forms will have icon buttons incorporated into the form. These icons will perform specific tasks that are relative to the data being currently displayed in the form.

Navigation Form

When RealTime starts, the Navigation form is opened automatically. On the top of the Navigation form you will see the name of the currently selected Client Company and the current pay period. The navigation form is made up of two columns, the left side is a “Category” column and the right side is an “Action” column.

As your mouse moves over the columns the items will be highlighted in a light blue color. When you click and item it will become light green. Clicking a category item on the left will fill the Action column on the right with the available actions for the chosen category.

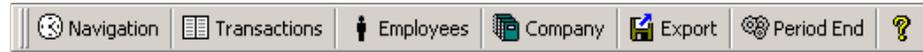
Clicking one of the Actions items on the right will cause the action to be performed. This will be the opening of a form, printing/preview of a report or the execution of a process, depending on what particular action is chosen.



Navigation Toolbars

RealTime implements 2 toolbars. One is available throughout the program, the other is only available while a report is being previewed.

Main Toolbar



There are 7 commands available from this toolbar and they correspond to the most common items accessed by users.

Navigation: Clicking this button reopens the Navigation screen if it has been closed or it will activate it if it's already open. This is useful for returning the Navigation screen to the foreground when other screens or reports are still open.

Transactions: This button opens the Transaction List screen. It is where you will review and edit punch information.

Employees: This button will open/activate the Employee screen.

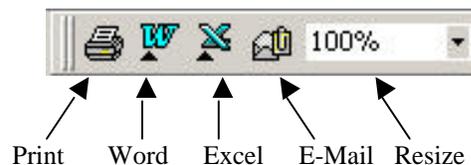
Company: This button opens the Client/Company setup form. Use it to select a different client company or to change company configuration items.

Export: This button will export the current data from the current pay period, in the format specified, to the file specified in the client company form.

Period End: This button will roll your pay period forward by one period. It will post attendance data and give you the option of archiving data.

? Question Mark: This button will open the RealTime help file.

Print Preview Toolbar



Print: This button will send the currently display report to the printer. If you need to select a different printer or you only wish to print specific pages, use the Print Command from the File Menu

Word: This button will save the report as a Rich Text Formatted file (RTF) and then open it with Microsoft Word, if installed.

Excel: This button will save the report as an Excel document (XLS) and then open it with Microsoft Excel, if installed. Certain calculations cannot export to Excel.

E-Mail: This button will format the report as specified and then open a new e-mail message with the report attached. You will be able to enter the desired address(es) to send the report to.

Resize: Use this to modify the size of the report being displayed. It will not have a bearing on the size that is actually printed. Previewed reports open to 100% by default for users with 800x600 or higher screen resolution and 75% for users with lower resolution.

? **Note:** The preview pane is sized according to the window size of the RealTime application when “Normalized”. If you have RealTime maximized and your preview pane seems too small, normalize RealTime and then resize the RealTime application to cover more of your desktop.

Icons

Navigation icons are used in many of the RealTime forms. These are used for added convenience and will give you access to common needs that are relative to the current task. The following list provides an explanation of the various “icon” based commands that you will encounter.

Symbol	Activity/Action
	Access Employee Setup Screen
	Requery the form
	Sort Data and Move to First Record
	Create a New Entry
	Delete the Current Entry
	Print the Currently Displayed Data
	Close Form
	Swap In/Out Dates and Times

Undo Changes

Saving and Undoing Changes: Changes are saved automatically, when the Information screen is closed or when you select a different employee. If you need to undo a change, then click the "ESC" key on your keyboard before closing the screen or leaving the record. Pressing "ESC" once, restores the original value of the field, pressing it a second time, restores all the original values of the record.

The Next Steps in RealTime



You are now ready to:

Enter Company information (see Chapter 3)

Configure your software (see Chapter 4)

Create your reference data (Labor Distribution tracking) (see Chapter 5)

Set up Holidays if desired (see Chapter 5)

Set up Shifts and Shift Differentials (*optional feature*) if desired (see Chapter 5)

Set up Schedules and Attendance parameters. (*optional feature*) (see Chapter 6)

Set up Employee information (see Chapter 7)

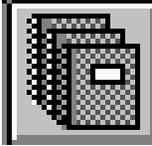
Set up Communications between the Data Clock and the RealTime software

Test the system.

Implement the system (See Section II)

3. Creating your Client Company

Overview



RealTime is used by a wide variety of organizations, some of which will perform Time and Attendance services for their clients. These organizations would be Payroll organizations, Accounting firms, Professional Employers, Temporary Staffing companies and others. For this reason, RealTime allows multiple Companies (Clients) to be configured into a single RealTime installation. Therefore, RealTime makes it easy to change between the client databases. If you are an organization that needs the Multi-Client capabilities, then you will want to set up a new “Company” for each of your Client Companies. Otherwise, you will only need to set up your own organization as the “Company”

All company additions, edits and selections are made from the Company Setup form in RealTime. To access the Company Setup form, click the “Company” action in the “General” category button on the Navigation form.

When you first launch RealTime after installing or updating, you may get a message indicating you must create or set up a company. Press OK to proceed and the Company Setup screen will appear automatically. If you just updated for application, simply select the Client/Company you desire and press “Select”. If this is a new installation, however, you need to fill in all the fields prior to “Select”ing.

RealTime Options are used for various user settings. Some of these settings will apply to all client databases and others will apply only to the specific client that is active when the option is set. For this reason, we will discuss setting up your company first and then we’ll go over the various options in the next chapter (Chapter 4).

Setting Up a Company

? **Important:** You must press the Select button after completing the Company Setup form or the company selection will not be activated. All fields must be complete before any data on this form can be saved.

? **Note:** If you wish to add more than one company to the Company Setup for multiple company databases, you must purchase the Multi-Company version of RealTime.

? **Note:** It is necessary to re-select a Company after upgrading your RealTime software. From the Company Setup screen, choose from the available companies and press the Select button.

Selected --

Company Setup

 Available...

Company: Your Company Name Code: XXX

Terminal/Clock Name: BUSINESS

Directory: C:\RT3.1\BUSINESS

Sort Reports By: NAME Assignment: None

Pay Period Type: Weekly

Current Start Date: 1/5/2003 Sunday Start Time: 12:00 AM

End Date: 1/11/2003 Saturday

Round Time To: 15 Mins. Round: Trim:

Export Data Type: None

Export Data File: EXPORT.TXT

+

The following is an explanation of the fields used on the Company Setup form:

Company Name: This is the name of the company that will appear on reports and you will be able to easily identify it in your list of available companies. It is highly recommended that you keep the names of your client companies unique.

Code: (Optional field) This field is used for connecting RealTime data to other programs such as ADP and Ceridian payroll service bureaus who require a separate company code. Refer to your payroll processing software to determine the syntax of this field. Information on your particular payroll service bureau may be found by pressing F1 while your cursor is in this field.

Clock Name: This clock name field is the used in multiple ways. It is the filename of your database files and it us also used for correctly matching your data collection terminal to your database.

? NOTE: Make certain that this value is not modified after you have begun entering data or your data could become lost. If you are using a data collection device that requires a “Clock Name”, make certain it matches exactly the name specified here. The name must be exactly eight (8) characters long. Do not use characters that are illegal for use in a filename (*?/\: etc.)

Directory: This is the full drive and path name of the location of the client company database. The default location will be the “Data Root Directory” specified during installation plus the “Clock Name” specified above. You can choose another location if you wish. If you store your data on a network drive, it is imperative that the path to that data doesn’t change. UNC Naming ([\\Server\Share\Path](#)) can be good for this or Persisted Mapped Drives. Your Network administrator will be able to help you choose the best option for your network environment. To change the default location, see “RealTime Software Options” in chapter 4.

Sort Reports By: This field allows you decide whether you will view or print your reports in order of Name or ID. You may change this option at any time.

Assignment: This is no longer used in RealTime

Pay Period Type: You may choose from WEEKLY, BIWEEKLY, SEMI-MONTHLY, MONTHLY, CUSTOM as the pay period type. Press the down arrow to see the selections and then click on the one you want.

? **Note:** Semi-monthly and monthly pay periods that start at the end of the month will need to be manually adjusted when circumstances cause the period to roll forward incorrectly (February and 30 day months).

Period Length: This field is only visible if the CUSTOM option is selected. Set the number of days for the pay period. This feature is especially useful for creating reports that encompass an irregular or long period of time such as a quarterly labor report.

Current Start Date: This is the first day of the pay period. This date is automatically reset after you complete the pay period and select the Period End option.

? **Note:** The Current Start Date is used to select the range of dates for processing. You cannot edit punches that are outside the current pay period. If you do wish to edit older un-archived data, you may specify a different date in the Current Start Date field. If you have archived the data you wish to view, you must unarchive it before it is accessible. For more details, refer to Chapter 11 – System Maintenance.

End Date: This date is automatically calculated based on the Current Start Date and the Pay Period Type. This field may not be changed.

Round Time To: Select the rounding function you wish to use. Most people will not round since RealTime does all exact calculations automatically. However, if you wish to round, you may select rounding at 5, 6, 10, 12 and 15 minutes or an amount of your choosing. Also note that since the 5 and 10 minute marks are not even hundredths, a small rounding adjustment occurs when using these options. Due to the fact that seconds are not used in the calculation, the following rounding rules are used:

Rounding Type	Round Back	Round Forward
5 minutes	1-2 minutes	3-4 minutes
6 minutes	1-2 minutes	3-5 minutes
10 minutes	1-4 minutes	5-9 minutes
12 minutes	1-5 minutes	6-11 minutes
15 minutes	1-7 minutes	8-14 minutes

Round vs. Trim: The preceding conditions only apply to the **Round** setting. If you choose the **Trim** option, then the employee is required to work the entire block of time in order to be paid for any of it. Use this feature with caution, as some states may not permit time trimming to occur.

? **Note:** You must select an export type and file name even if you are not going to export to a payroll program.

Export Data Type: This is the method of exporting data from RealTime you expect to use. Press the down arrow for the list of current selections, then click on your selection. (Press F1 to see information on specific Export Data Formats.) If you are not exporting, choose “NONE”.

Export Data File: This is the name of the file you wish to use when doing an automated export. If you wish to place it in any location other than the default company path, enter the full drive and path name of the desired location. If you are not exporting, type in EXPORT.TXT for the export data file name.

Press Select. Be sure to press the Select key when you have completed the Company Setup form or the company will not be selected. Then press Close

? **Technical Note:** It is very important to set up the Company file before you receive data. Communications does, however, automatically set up an ASCII file and save data even if the company is not set up. The company must be set up before data can be imported automatically into RealTime. You may manually import the data using the Import utility.

Editing an Existing Client

To edit an existing client, select the client from the “Available...” list and make the appropriate changes. Caution should be exercised so as not to change valid Data Clock names and directories. Press the Select button to make the new client active. If you do not wish to activate the client you changed, return to the original client prior to closing the form. Changes are saved automatically when another client is selected or the form is closed.

Selecting another Client (Multi-Client Version Only)

With the multi-client version of RealTime, you can manage multiple client companies. To add another client, press the Plus button and enter the client’s setup data as above. Press Select to activate it. The new client entry will appear in the “Available...” section by pressing the down arrow.

To select another client, in the Company Setup form, press the down arrow in the “Available...” field to view the options. After choosing the desired client, press the Select button to accept.

Viewing and Printing a List of Companies

The Company Listing report provides a listing of all the setup information for every client. To print a list of available companies in the multi-company version, press the Printer button in the Company Setup form.

4. Setup the Application Parameters

Password Security Setup

RealTime allows you to set your own password so that you can prevent unauthorized users from accessing RealTime. To add or change your password, Navigate to the Change Password form by clicking the “Change Password” action in the “Utilities” category. There is no Default password, so the first time you will only need to enter and re-enter the password you desire. Once you create a password you will need to enter it every time you run RealTime. You will also need to enter your current password in order to change it again.



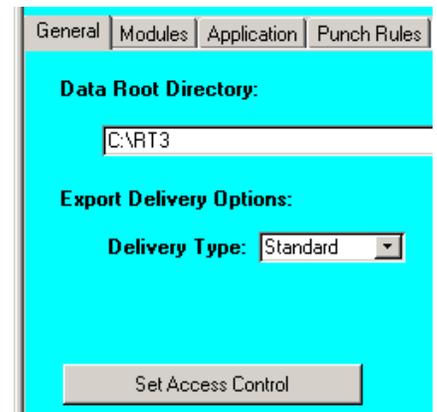
RealTime Software Options

There are a number of options you can adjust to meet the unique needs of your business, or your clients business. Access the Options form by selecting the “Options” action located in the “Setup” category. Here you will find various selections that will configure, enable or disable features and controls of your software product.

General:

This tab allows you to modify the default location of your database files. The directory specified here will contain your company listing database (Company3.mdb) and will be the default parent location for newly created client folders. Modifying this field will not automatically relocate any existing client folders. The location specified must exist and be currently available before any modification will be accepted.

Use the "Set Access Control" to identify areas of the software that you want to require a secondary password to access. This is also where you will specify what the secondary password is.



Modules:

RealTime incorporates various Modules that enhance your experience with the software product. Some of these Modules can be disabled on specific user workstations or for specific clients.

Machine Wide:

Use AutoReports: This module allows the user to schedule various reports to be printed, faxed, or e-mailed on predetermined days, dates, or times. Enabling this option will cause RealTime to open the AutoReport form whenever the application is started and, while the application is running, a timer will continually monitor the system clock. AutoReports should not be enabled on workstations where users are regularly editing data because a scheduled report will take over the RealTime program, change parameters as needed, and produce the intended report, all without warning to the user.

Use Custom Object Controller: This module is no longer supported.

Client Specific:

Use Shift Differential: Enabling this module allows RealTime to calculate Differential pay values for employees who work during periods identified as earning differential. Disable this option to prevent calculation of differential values for this client, even if differential periods are declared in the “Shift” setups.

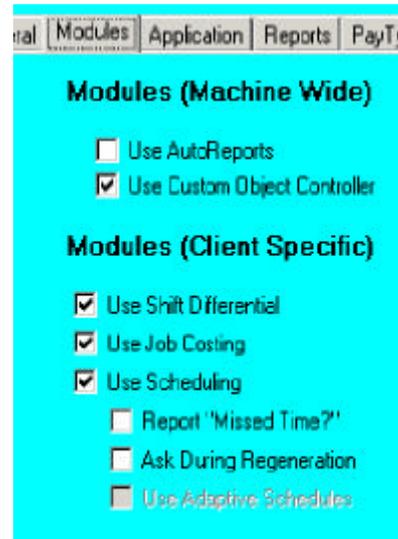
Use Job Costing: Enable this module to activate additional job reporting tools and to enable export utilities to separate time data by job, where available.

Use Scheduling: Enable this module to cause the program to evaluate time data for absences, early/late transactions, long lunch and perform time rounding/grace according to schedule values. Disabling this module when not used can speed up the process of calculating total time values.

Report Missed Time: Only available if “Use Scheduling” is enabled. Enabling this option will cause RealTime to insert “Missed Time” entries into selected reports if an employee was scheduled to work but had no transactions for the day.

Ask During Regeneration: Because of the time it takes to perform schedule calculations, some companies prefer to only do them occasionally. Setting this option causes RealTime to ask the user if Schedule Rounding is desired whenever the total time is recalculated.

Use Adaptive Schedules: This option is no longer supported.



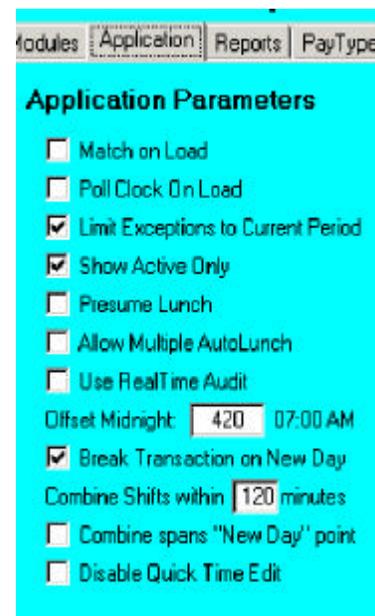
Application:

Various parameters and settings to simplify operations or enhance the performance of various tasks and calculations.

Match On Load: Time Transactions are collected individually and must be “Matched” in order to build a span of time. This is done automatically when totals are recalculated but selecting this option also causes RealTime match any unmatched records each time the application is started.

Poll Clock on Load: When data collection is through a Verifone badge terminal that is connected through an RS232 Serial port, RealTime is capable of retrieving this data without the use of the external Communications program. Enabling this item causes RealTime to display the Clock Polling form when the application loads.

Limit Exceptions to Current Period: Selecting this option prevents exception (unmatched, invalid) transactions from being displayed in the Exceptions form if they are not part



of the current pay period.

Show Active Only: Select this option to set the default value of “Show Active Only” switch in the Employee Edit form.

Presume Lunch: The AutoLunch process uses this option. Setting this value will cause the AutoLunch process to “Presume” the employee went to lunch if there are two or more time transactions in a single day.

Allow Multiple AutoLunch: Setting this value will cause the AutoLunch engine to create a lunch deduction for each multiple of the Minimum that the employee works. IE. If the Minimum time is 4 hours and the Deduct Amount is 1 hour and the employee works 10 hours, the lunch deduction would be 2 hours (4 fits into 10, 2 times)

Use RealTime Audit: This will enable the audit trail for edited records. The Audit Report will show the original and modified values for each time record that is modified while auditing is active.

Offset Midnight: Enter a value here, in minutes, positive or negative, to set your own “New Day Point” Reports that show the day of the week will utilize this value to display transactions and time records in “Your” day. Use 0 (Default) for Midnight.

Break Transactions on New Day: Set this option if you want any transactions that span your “New Day Point” to be split into 2 parts, one on each “Day”. Setting this value to true will force the “Combine spans New Day point” option below to be set to false.

Combine Shifts within XX minutes: Enter a value in this field to allow the program to group your time transactions together into work periods. This allows shifts beginning on one day but ending on the next to be grouped together for reporting and payroll purposes.

Combine spans “New Day” point: Select this option if you wish to have transactions grouped together even if they are on different sides of your “New Day” (Midnight)

Disable Quick Time Edit: Use this option to prevent users from adjusting the total time of a specific transaction simply by entering a new total value. When this option is selected, users must enter new start and stop times in order to modify the total hours to be paid.

Consideration for Shifts Spanning “New Day” (Midnight)

Overtime calculation is based on New Day to New Day. In organizations where shifts start before midnight and end after midnight on the next day, there are some special considerations to ensure overtime, lunch and pay period cutoff times are calculated correctly.

Lunch Deduction Consideration: If your shift spans midnight and employees punch out for lunch after midnight, be sure you understand the *Combine Shifts* setting in Options. Setting the Combine shifts value properly will allow the Start records following a lunch or other off the clock break to be linked to the day in which the shift began. Also available is the use of the AutoLunch deduction for employees whose shift spans midnight. This will allow RealTime to track the time from start to finish and then simply deduct for the lunch period. This keeps the entire transaction tied to the start day.

Pay Period Cutoff Times: The second consideration in shifts spanning midnight is with pay period cutoff times. Overtime accruals and transactions after midnight may fall off the current period. If your pay period cutoff is not consistent with your New Day point, you may find that some overtime calculations are being done in a different pay period. This can create situations where calculations appear to be incorrect. Ensuring that your pay period cutoff time is aligned to your New Day point can prevent this. Use the “Combine Shifts” setting to ensure that all transactions for shifts that span your New Day point are grouped together properly.

Reports:

These settings are the default values for the client when it is loaded. They can be modified using the Parameters form as desired, leaving the defaults to be re-implemented the next time the application is run or the client is loaded.

Show Rates: Use this option if you want to display employee pay rates in your reports.

Show Other ID: Check this option if you want your employee's "Other ID" to be shown on reports.

Break On Department: Select this option if you want to insert a page break between Home Departments.

Group By Departments: Select this option if you want your reports to be grouped by Home Department as the primary grouping method.

Preview Reports: Select this option if you want your reports to be previewed on your monitor before being sent to the printer.

Preview Employee Lists: Select this option if you want your employee listing report to be previewed prior to being sent to the printer.

Default Hours for OT Report: the value entered here will be used as the default amount when the "Approaching Overtime" report is opened.



Pay Types:

Paid Time Off and Monetary entries can be enabled and disabled according to your own needs. Disabling a type prevents the user from making entries of that type from within RealTime. Additionally, disabled pay types will be considered Exceptions if they exist.

Use the "OT" option to indicate which types of Paid Time Off are used for determining Overtime eligibility.

Specify your own names for each of the Optional Pay Types so that your screens and reports reflect your correct business terms.



Hour Amounts	Enabled	OT	Custom Name	Abbreviation
Holiday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Holiday	Hol
Personal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal	Per
Vacation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacation	Vac
Sick	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sick	Sick
Bonus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bonus	Bonus

Monetary Amounts	Enabled	Custom Name	Abbreviation
Tip	<input checked="" type="checkbox"/>	Tips	Tip
Advance	<input checked="" type="checkbox"/>	Advance	Adv
Other	<input checked="" type="checkbox"/>	Other	Other
Commission	<input checked="" type="checkbox"/>	Commission	Comm

Filters:

RealTime offers the use of filters for isolating the specific information you want to work with at any given point in time. Sometimes it is desirable for companies to use a filtered data set as the default and then include ALL values only when the need arises. For this reason, you are able to set your own Default Filter values. These defaults are reloaded each time RealTime is started or the client is loaded. Grayed out entries are either not licensed or not implemented.

Card ID: Card ID's are always numeric and are required. The only allowed values are between 1 and six digits. The first entry should be between 0 (default) and 999999, inclusive and the second entry should be between 0 and 999999 (default).

Department: These values are numeric and always between 1 and 6 digits, but are not required. The first entry should be left blank (default) or between 0 and 999999. The second entry should be between 0 and 999999 (default).

Shift: Shift Numbers are numeric and are either 1 or 2 digits long. They are not required so the first filter setting should be left blank (default) or should be between 0 and 99. The second filter setting should be between 0 and 99.

Job: Job codes can be alphanumeric and up to 15 characters in length. They are not required. The first filter setting should be left blank (default) or a value up to 15 characters in length. The second entry should be a value up to 15 characters in length.

Overtime Payroll Rules

There are numerous criteria for calculating overtime pay. Sometimes it is to follow state directives, other times it is based on a company policy, or even a combination of both. RealTime gives you a single location for creating the different rules that your organization will follow. To enter your overtime criteria, simply click the “Overtime” option from the Dropdown list under “Setup” of the Main Switchboard. The following form will open:

As you can see, you have the ability to set the criteria for multiple needs. All the rules specified for a given group will be calculated together, record by record. OT1 is generally “Overtime” (or “time and a half”) and OT2 is generally “Double-Time”. You may create multiple overtime rules within a single company and assign different employees to the rule that they work under (See Employee Setup in Chapter 7). Overtime rule sets are maintained separately for each company, so there is no problem using RealTime for companies with different Overtime policies.

Overtime rules will begin or reset at the “New Day Point” (normally Midnight) that you have specified in your Application Parameters.

Section Descriptions:

Select Overtime Rule Set: Use this list to select the desired Overtime Group. To create a new group, simply enter a new name in the entry box. To delete an existing group, click the delete button while the group is displayed. You will not be able to delete the last group, because the software requires that at least one Overtime Group exist.

Overtime Operation: There are two separate rules available here. You will need to utilize both rules if you need to create a condition where both a daily rule *and* a weekly rule are needed or any other condition where two rules may be helpful.

Consecutive Day: For organizations that pay overtime to employees who work consecutive days without and intervening day off.

Special Days: This is for use by organizations that pay Overtime or Double-Time on certain days of the week. Notice that the rules can be set to begin only after a minimal number of hours have been accumulated on the specified *Special Day*.

Pay and Bill Factors: Use this area to set you own Pay and Bill multipliers for your organization. Most US based companies will find the default 1.5 and 2.0 acceptable, however, if you need to adjust the multiplier then this is the place to do it.

Minimum Hours: Use this section to specify the minimum number of hour that an employee *will be paid* for any day that they are at work. If a value is entered here and the employee fails to work this number of hours, a *Bonus Hours* transaction will be automatically created to .make up the difference.

Field Descriptions:

OT1 After and OT2 After: The amount entered here will be the threshold that triggers the rate to take effect. *Qualified Hours* will accumulate during the *Length* and if they exceed the threshold then the subsequent hours will be calculated at the higher rate. During this calculation, Rule 2 is processed prior to Rule 1

Qualifying Hours: Choose between **Any** (Worked or Non-Worked hours, Regular, Overtime or Double-Time); **Worked** (Worked hours only – Regular, Overtime or Double-Time); **Regular** (Worked hours only, Regular pay rate only); and **Reg & NonWrk** (Worked and Non-Worked hours, Regular pay rate only)

Length: This is the length (in days) to accumulate *Qualified Hours* toward the threshold.

Begin On: Choose from the dropdown list or enter a calendar date. This will determine when the specific rule will zero out the accumulated hours and begin fresh. For a weekly Overtime rule, this will be the first day of your pay week.

Minimum Hours (Consecutive Day): Specify the minimum number of hours that must be worked in the Consecutive Day period in order for the rule to activate. For example, a company may have a Consecutive Day rule that occurs after 7 consecutive days of work, but only if the employee works more than 30 hours during the 7 day period.

Reset (Consecutive Day): Checking the box for *Reset* and specifying a reset point (Using the same criteria as the *Begin On* field above) will cause the consecutive day counter to begin fresh at the specified point.

OT1/OT2 Pay/Bill: Enter values in these fields to change the multiplier for OT1 and OT2 hours.

5. Create Reference Data

Overview

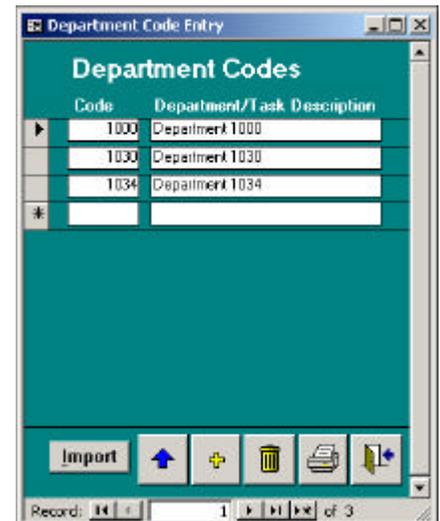
In order for RealTime to effectively provide the time and attendance information you will want, you must create reference data for the application to use. For example, if you want to be able to view your labor costs within a specific department, you will need to enter the department information. Likewise for jobs, shifts holidays and more. This information can be added, modified or removed whenever changes are needed, but for most users it is convenient to have this information in place prior to adding the employee data.

Department Code Setup

If you are using the department option on the Data Clock and wish to display the name of the task or department on reports, the department names and ID numbers need to be entered. Choose the “Edit Departments” action from the “Data Management” category.

Enter in the Department ID number and description. Department ID’s are numeric and between 1 and 6 digits in length.

In order to simplify the entry of Department codes and Descriptions, you can Import them from a text file. For details on the format structure of the import file, please review “Importing Data” in Chapter 19.



Job Code Setup

Similar to Departments above, Job Codes and Descriptions can be entered into RealTime for reporting and exporting purposes. Job Codes support up to 15 alpha-numeric characters. Job Codes and Descriptions can be imported from text files using the format specified in Chapter 19, “Importing Data”.

Holiday Setup

RealTime can automatically create holiday pay entries, pay holiday premiums for employees who work on holidays and will allow you to manually create holiday pay entries. Only the automated holidays and holiday premiums need to be set up in the system. Holidays can be paid to all employees, or just a select few, or even have the pay and premiums applied differently to various employees.

There are two steps to setting up Holidays, adding the Holiday Dates and then putting the various dates into Holiday Groups for assignment to individual employees.

You can create an unlimited number of Holiday Groups. You may create holiday groups that can be assigned to classes of employees that share the same holiday benefit. This is helpful if, for example, holiday benefits vary from department to department or are organized by length of service.

Holiday Dates

All the days that are used for holidays must be set up for your company. Many standard holidays are already included in RealTime. These can be altered to suit the needs of your company. To modify the Holiday Dates, choose “Holidays” from the “Data Management” category. You must build a new Holiday Date for each occurrence of a holiday. For instance, you will need to create a Holiday Date for Christmas each year.

Holiday Name	Date
New Year's Day '02	1/1/2002
Martin Luther King '02	1/21/2002
Groundhog Day '02	2/2/2002
Lincoln's Birthday '02	2/12/2002
Valentine's Day '02	2/14/2002
President's Day '02	2/18/2002
St. Patrick's Day '02	3/17/2002
Easter '02	3/31/2002
Ew Day '02	4/15/2002
Mother's Day '02	5/12/2002
Memorial Day '02	5/27/2002
Flag Day '02	6/14/2002
Father's Day '02	6/16/2002
Independence Day '02	7/4/2002
Labor Day '02	9/2/2002

Holiday Groups

Access the Holiday Group form by choosing the “Holiday Groups” action of the “Data Management” Category.

Name	Date	Hours	Paid If Worked	Premium If Worked
			Worked	OT DT
Christmas Day '02	Wednesday, December 25, 2002	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Independence Day '02	Thursday, July 04, 2002	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Labor Day '02	Monday, September 02, 2002	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Memorial Day '02	Monday, May 27, 2002	0.00	<input type="checkbox"/>	<input type="checkbox"/>
New Year's Day '02	Tuesday, January 01, 2002	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Thanksgiving Day '02	Thursday, November 28, 2002	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Veteran's Day '02	Monday, November 11, 2002	0.00	<input type="checkbox"/>	<input type="checkbox"/>
		0.00	<input type="checkbox"/>	<input type="checkbox"/>

You may select a Group from the drop down menu. If you wish to add a new group, press the New Group button. Enter a unique name for the Holiday Group you are creating and click OK.

Holidays are added to each group by pressing the down arrow and clicking on the desired Holiday Date. If you need a new holiday that is not on the list, you can always add it by choosing Holidays above and creating it.

There are several ways you may pay holiday benefits and premiums.

Holiday Pay: You can simply pay a specific number of hours for the day. This will automatically generate a Holiday entry for each employee assigned to this group corresponding to the hours you enter.

Premium Pay: You can award premium overtime (OT) or double time (DT) if the person works the holiday by checking the appropriate boxes for each holiday. If the Holiday Pay benefit is not paid, then leave the Hours field set to 0.00.

Holiday Pay and Premium Pay: You can also mix these rules and pay a holiday benefit if worked by checking the Paid if Worked box and selecting the appropriate premium setting.

Holiday Pay or Premium Pay: If you pay the holiday benefit if the employee DOES NOT work, but pay only the premium if the employee DOES work, then you would select the appropriate premium and the appropriate benefit hours and leave the Paid If Worked box unselected.

With the flexibility of creating as many holiday groups as you need for different benefit plans, you can tailor the needs of each employee or group of employees. Once the holiday groups are created, they may be attached to the individual employee in the Employee Setup form.

Using a combination of entries can give you a great selection of holiday pay combinations.

For example:

You can simply enter 8 hours and check nothing and the employee will receive 8 hours of pay for the holiday.

You can check the Paid if Worked box. If there is 8 hours in the Hours field, the employee will be paid the 8 hours in addition to pay.

If the Paid if Worked is NOT checked and the employee works, the 8 hours is not paid and the employee is instead paid for the actual hours worked as regular time.

If you choose to pay overtime or double time premiums if worked, then check those boxes, OT or DT.

For ease in creating multiple Holiday Groups, you may press the Copy Group button and then make any desired changes for the new group. If you no longer need a group, simply select the group to remove and then click the "Remove Group button. You will not be able to remove the last group, so if you do not use Holiday premiums or Holiday Pay benefits, simply be sure that all the premium boxes are unchecked and all the Hours fields are left at 0.00.

Shift Setup

RealTime uses a shift as a grouping tool for employees. Once set up, shift numbers can be assigned to an employee in Employee Setup form. Assigning a shift to an employee allows reports to be selected or filtered by shift if desired.

Reporting Purposes

When you use the shift field in the employee setup form for reporting purposes, it permits you to provide reports based on shift assignments. When you use the shift only for this purpose, you may assign any employee a shift number from 1 to 99. This field may also be left blank. By setting the shift parameters on the main switchboard parameters box, you can generate reports for a single shift or a range of shifts.

Number: This is the number you wish to assign to this shift.

Description: This is the description of the shift

Number	Description
1	1st Shift
2	2nd Shift
3	3rd Shift
*	

Buttons: Delete, Add New

Accruals

Accrual Overview

RealTime can monitor the earnings and usage of Paid Time Off pay types. Accrual rules are set up in groups, and then the groups are assigned to the employees. At the close of each pay period, the accrual rules are scanned for any rules that reach their anniversary date. On the rule anniversary, accrual balances are updated for the employee

Accrual Setup

Very little information is needed for the Accrual system to work. To start with, access the Accrual Groups screen by selecting the "Accrual Groups" action from the "Setup" category of the "Navigation" screen.

Add or Remove Accrual Groups using the "New" and "Delete" buttons at the bottom of the screen.

To modify the rules of a specific group, select the group from the list on the left and make desired changes in the fields on the right.

There are 4 Pay Types that can have Accrual Rules applied. Each employee will maintain their own balance information for each of the accrual types.

	Annual Amount	First of Year	Lump Sum
<i>Sick</i>	40	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Personal</i>	10	<input type="checkbox"/>	<input type="checkbox"/>
<i>Vacation</i>		<input type="checkbox"/>	<input type="checkbox"/>
<i>Bonus</i>		<input type="checkbox"/>	<input type="checkbox"/>

Group Name: This is for your own identification purposes and can be set to any value that you desire.

Year Begins: Enter the day that your year begins for the purposes of the group. Most organizations will use January 1, but some may need a different basis for their "Year"

Annual Amount: Enter the amount of hours that you want the employee to earn annually for this pay type. Leaving the field empty will indicate that the pay type does not have an Accrual Rule and will be shown as "Not Accrued" in the balances.

First of Year: Checking this box will cause accrual calculations to begin on the first of the year (as indicated by the "Year Begins" field above). Un-checking this box will cause the accrual calculation period to begin with the employee's Hire Date. If this box is left unchecked and the Employee Hire Date field is empty, then the rule will automatically revert to the First of Year for calculations.

Lump Sum: Checking the "Lump Sum" box will cause the rule to deposit the entire Annual Amount into the employee's balance on the rule anniversary. Un-checking the box will cause the rule to accumulate the annual amount during the course of the year.

? **Note:** If you are using Accruals, you must use the Period End process (click the Period End button on the toolbar) to close any period in which a rule will hit its anniversary point. Failure to use the Period End process to close these periods will prevent the employee's Accrual Balances from getting updated.

Differential (optional feature)

Differential Overview

Differential (sometimes called Shift Differential) permits you to pay a premium for employees who work specific hours. RealTime uses "Differential Groups" as a way to apply various differential rules to different employee groups. A Differential Rule can apply to all days or to specific days. Because of this flexibility, RealTime can apply one Differential benefit to an employee that working during the week, and then a different benefit to the same employee working during the weekend. In addition, because of the group capability, RealTime can apply a completely different benefit for a different worker, even if the two employees work the same schedule. An example might be Nursing staff vs. Housekeeping staff, both working Saturday Night, but each earning their own differential benefit.

Differential Setup

Begin by creating a new group (Click the "New Group" button) or modifying one of the existing entries (Highlight the group name in the list on the left). Enter the desired name of the Differential Group. This

may be any meaningful name, such as "Housekeeping" or "John Smith". Now, in the body of the screen, create as many rules as are necessary.

For each employee who can receive Differential, check the "Use Differential" box in the General section and assign the desired Differential Group in the Assignments section of the Employee screen. (See Chapter 7 for information on Employee Setup for more information)

Differential Rules

Rule Name: This is for your convenience and can be anything that helps you identify the purpose of the rule.

Days: Select which days this rule will apply to. Choose "All" or leave empty to apply the rule to All days of the week.

Start: This is the time that begins the differential rule period.

End: This is the time ends the differential rule period.

Minimum: This is the minimum time, in minutes, that must be worked inside the differential period before premium is calculated. Premium will be calculated for the entire time that the employee works in the differential period, including the minimum time used for qualifying.

Rule Name	Days	Start	End	Min	Type	Amount
1st Shift		8:00:00 AM	5:00:00 PM	15	None	0
3rd Shift		1:00:00 AM	8:00:00 AM	30	\$	1.5
				0	None	0

? **Note:** Be sure minimum times have designated enough time to prevent paying small and invalid amounts of differential.

Type: Select whether or not you will be paying Differential premium on the basis of dollars per hour or a percentage of the pay rate. You may select None if no dollar amount is to be calculated.

Amount: Percentage - If the Differential premium is to be calculated as a percentage, the amount should represent the percentage amount. If you wish to pay 25% of the pay rate as a differential, enter 25.

Dollar - If the Differential premium is to be calculated from a flat dollar value, enter the amount per hour you will be paying in addition to the regular wages.

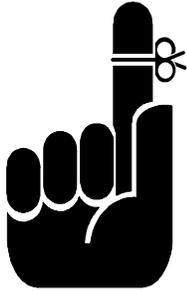
There are some important rules to remember when setting up the shifts. In general, you should not let rules overlap. Overlapped rules could potentially pay two or more differential amounts simultaneously.

Differential premiums are displayed in time card reports and can be exported to most payrolls. Differential premiums are exported as monetary amounts.

? **Note:** Remember that if an employee qualifies for 2 or more rules simultaneously, then the employee will receive each of the benefits simultaneously as well. For instance, if you have a "Saturday" rule from 1:AM to 7:AM AND you have an "All Days" rule from 1:AM to 7:AM, employees who work between the hours of 1:AM and 7:AM Saturday will qualify for both rules simultaneously.

6. Scheduling and Attendance

Scheduling and Attendance Overview



RealTime's optional scheduling feature allows the creation of an unlimited number of work schedules. Each schedule has its own rules for Rounding and Reporting purposes. Schedules can have any number of days applied to them. Any schedule can be duplicated and used as a "Jump Start" for another schedule.

Using schedules is the key to identifying early/late punches and absences. Schedules also provide the ability to adjust the amount of time an employee is paid based on "Round to Schedule" rules.

Attendance tracking and reporting is intimately tied to the schedule by applying the rules established by the user.

Schedule Setup

To access the schedule setup form, choose the "Schedules" action from the "Data Management" category. The following screen appears. Select a schedule from the list on the left and then make any desired changes to it using the fields or edit buttons on the right.

ID: You cannot modify the ID of a schedule

Description: The Description of a Schedule is only used for easy identification on screens and reports. You may use any description that you wish.

Options: In the options area of the Schedule, there are several choices.

The "**Start**" option determines when the Scheduled Days begin. You can select from the dropdown list or enter a date.

The "**Recurring**" option specifies whether or not the Scheduled Days will start over once we reach the end of them.

? **Note:** For people who are not using a "Recurring" schedule, you will want to use a Date in the Start field and you will need to create a "Scheduled Day" for each and every calendar day (worked or not) from the Start Date

Date	Start	End	Length	Hours	Default
12/1 (Monday)	07:30:00	05:00:00	1:00	6:00	
12/2 (Friday)	07:30:00	05:00:00	1:00	5:00	
12/3 (Saturday)	07:30:00	05:00:00	1:00	6:00	Yes
12/4 (Monday)	-	-	-	-	-
12/5 (Monday)	07:30:00	05:00:00	1:00	5:00	
12/6 (Tuesday)	07:30:00	05:00:00	1:00	5:00	
12/7 (Wednesday)	07:30:00	05:00:00	1:00	6:00	

The "**Round to Schedule**" option determines whether or not the calculated hours are based on the employee punch times or if they are based on the employee's schedule. The "Edit..." button allows you to specify the adjustment rules. (See "Round to Schedule" following "Scheduled Days" section below.)

The "**Report Variances**" option determines whether or not Early/Late reports are available. The "Edit..." button allows you to specify the reporting criteria. (See "Report Variances" following the "Round to Schedule" section below)

The "**Report Absences**" option determines whether or not Absences are tracked for people who do not work on their scheduled days and do not have any Paid Time Off punches for those days. Employees are not considered absent if they miss scheduled days that are marked "Optional"

Scheduled Days: Click the "Edit..." button to access the Scheduled Days screen. Use this screen to add and edit any of the days in your schedule. For recurring schedules, you only need to add as many days as your recurring pattern needs. For instance, a weekly recurring schedule will only need to have 7 days, one for each calendar day of the week. For non-recurring schedules, you will need one day added for each calendar day, beginning from the Start date of your schedule. Non-recurring schedules will be very cumbersome to work with.

Add Day: Click this button to add a scheduled day to the list of days. The day you add will be appended to the end of the list.

Remove Day: Click this button to remove the currently selected day. You will know which day is selected by the "Selection Indicator" on the left edge of the day.

Day Number: Scheduled Days are numbered in the order that they will be used, beginning from the "Start" of your Schedule. If your Schedule begins on Sunday, then Day 1 will be the schedule for Sunday, Day 2 will be the schedule for Monday, and so on.

Optional: Use the Optional checkbox to indicate Optional Scheduled Days. When a day is marked Optional, it will not be used for reporting Absences. If the employee works on an optional day, the Rounding, and Variance rules will be applied to their punches.

Start Time: Use this field to indicate the time the employee is expected to Start work. This field can be left blank without causing problems.

End Time: Use this field to indicate the time the employee is expected to End work. This field can be left blank without causing difficulties. For shifts that span midnight, simply enter the time the following day that the shift should end.

Lunch: Use this field to enter the length of the lunch period, in Hours and Fractions. RealTime will use this for reporting long and short lunches.

Hours: This value is calculated automatically and is only used for convenience.

Moving Days: Days can be moved up and down using the Up and Down arrow buttons on the right. The current selected day will be moved one position, in the direction of the arrow. If the current selected day is already at the first or last position, attempting to move it further will have no effect.

Copying Days: A Day can be copied and pasted to another Day. Click the gray "Record Selector" box on the left of the day you wish to copy from. Press CTRL+C to copy the values. Now click the record selector of the day you wish to copy to and press CTRL+V to paste the values.

Day	Optional	Start Time	End Time	Lunch	Hours
1	<input type="checkbox"/>				
2	<input type="checkbox"/>	7:00 AM	5:00 PM	1.00	9.00
3	<input type="checkbox"/>	7:00 AM	5:00 PM	1.00	9.00
4	<input type="checkbox"/>	7:00 AM	5:00 PM	1.00	9.00
5	<input type="checkbox"/>	7:00 AM	5:00 PM	1.00	9.00
6	<input type="checkbox"/>	7:00 AM	5:00 PM	1.00	9.00
7	<input checked="" type="checkbox"/>	7:00 AM	5:00 PM	1.00	9.00

Round to Schedule: Click the "Edit..." button to access the Schedule Rounding Rules screen. From this screen, you can specify the Trim and Grace parameters for both Start and End of Shift punches. Additionally, you can specify how you want the punches to be calculated if they fall outside the standard parameters.

Trim: Trim means that the employee IS punched in but will NOT be paid for the time. If you specify a 10 Minute Trim rule for the Start of Shift, then the employee can punch in up to 10 minutes early but his hours will begin according to the scheduled start time.

Grace: Grace means that the employee is NOT punched in, but WILL be paid for the time. If you specify a 5 Minute Grace rule for the Start of Shift, then the employee can punch in up to 5 minutes late, and he will be paid according to the schedule start time anyway.

Otherwise: The Otherwise rule takes effect when the punched time falls outside of both the Trim and Grace parameters. Options are Trim, Round, Grace or None. "Round" means that the hours will be calculated based on the nearest "Increment" of the hour. "None" means that the Schedule will not adjust the punch for calculation purposes. You can select the "Increment" from the drop down list or enter your own value.

End of Shift will work exactly like the Start of Shift settings. **Grace** WILL pay the employee for time that they are NOT on the clock. **Trim** will NOT pay the employee for time that they ARE on the clock

Report Variances: Click the "Edit..." button to access the Reporting Rules screen. From this screen you can specify the number of minutes for each condition that will cause a punch to be included on the Early/Late report.

For the **Early** and **Late** entries, simply specify the number of minutes early or late that must be exceeded in order to include the punch in the Early / Late report.

For the **Lunch** entries, specify the number of minutes **Over** (long lunch) or **Under** (short lunch) the scheduled lunch amount that must be exceeded in order to include the punch in the Early / Late report.

Report Absences: Click this box to report employee absences. An absence is determined if no work hours or paid time off hours occurred on a day for which the employee was scheduled.

	Minutes
Early In Before:	15
Late In After:	6
Lunch Over:	5
Lunch Under:	10
Early Out Before:	0
Late Out After:	5

Scheduling and Attendance Reports

To access attendance reports, choose the "Attendance Reports" category.

Schedule Variance Report lists actual hours worked as compared to hours scheduled, and can be sorted either by Department or by employee.

? **Note:** The Attendance Summary Report cannot be run until the pay period has been closed with the Period End routine.

Standard Scheduling and Attendance Reports include:

Absence Report - lists days not worked and hours missed against the schedule for any specified period, listed by employee number.

Late/Early Report - reports all early in, late in, early out, late out and worked not scheduled. Exception type is listed if enabled in the Schedule setup screen.

Employee Schedules - lists all future employee schedules. Can be printed with page break between employees or departments if desired.

Attendance Report - reports an accumulation of all days worked by employee for a specified period of time.

Attendance Summary - summary report of days worked, labor hours by department, and days not worked.

Schedule Variances - reports all actual hours worked as compared to the hours scheduled. Can be run by employee or by department.

All reports can be sorted by employee or department.

Year End Attendance Posting

RealTime requires manually posting attendance at the end of the year. This moves the end of year data to the previous year column and clears it for the new year. Refer to Chapter 11, System Maintenance, for more details.

7. Employee Setup

Employee Setup Overview

The next step in the RealTime process is to add your employee information. Employees may be added, edited or deleted from the Employee information screen.

Open the Employee information screen by clicking the "Employee" button on the toolbar or by choosing the "Employee" action from the "Data Management" category.

? **Note:** Only two fields are necessary for an employee record to be valid: The Badge ID field and the Name field.

Adding an Employee

New employees can be added from the Employee information screen. Simply click the "New" button on the bottom of the screen and you will be prompted for a "Badge ID" and an "Employee Name".

Key in the Employee's Badge ID and the Employee Name and click "OK". A new employee record will be created and RealTime move to the new record, so you can set any additional values you wish.

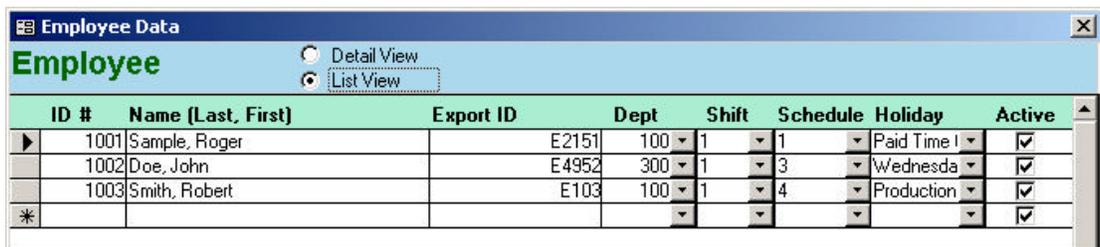


The dialog box titled "Information Needed..." has a close button (X) in the top right corner. It contains two text input fields. The first field is labeled "Enter the New Badge ID" and the second is labeled "Enter the New Name". Below the input fields are two buttons: "OK" and "Cancel".

? **Tip:** When adding several employees at once, it may be easier to use the "List View" and use the empty record at the bottom of the list to add new employee records.

Editing an Employee

RealTime offers two options for viewing employee information. There is a List View, which include just a few commonly used fields, and the Detail View, which is a comprehensive view of all the employee settings. Switch between List View and Detail View by toggling the selection button at the top of the screen. RealTime remembers your previous selection and returns to it the next time the Employee information screen is opened.



The "Employee Data" window shows a table of employee records. At the top, there are radio buttons for "Detail View" and "List View", with "List View" selected. The table has columns for ID #, Name (Last, First), Export ID, Dept, Shift, Schedule, Holiday, and Active. There are three data rows and one empty row with an asterisk in the ID # column.

ID #	Name (Last, First)	Export ID	Dept	Shift	Schedule	Holiday	Active
1001	Sample, Roger	E2151	100	1	1	Paid Time 1	✓
1002	Doe, John	E4952	300	1	3	Wednesda	✓
1003	Smith, Robert	E103	100	1	4	Production	✓
*							✓

List View Fields:

The following fields are available in the List View of the Employee information screen. Each of these values are also available in the Detail View.

ID: Also called "**Badge ID**" in the "General" section of the "Detail View". This field is the ID the employee will use for punching the clock. This is a required field and must be unique for each employee. Badge ID's must be numeric and cannot be more than 6 digits. Leading zero's will be truncated.

Name: This is the Employee's name. While it is commonly formatted "Last, First", you can enter the name however you want it to appear on your screens and reports.

Export ID: This is the Employee ID of your payroll system. It is commonly a Social Security number, but that will depend on your payroll system and its requirements.

Dept: This is the Code of the Home Department that is assigned to this employee. The "Assignments" section of the "Detail View" will display the Description.

Shift: Select the Shift Number that this employee is assigned to.

Schedule: Select the Schedule ID of the employees assigned Schedule.

Holiday: Select the Holiday Group that the employee is assigned to.

Active: Use this checkbox to indicate whether or not an employee is active.

Sorting and Filtering the List View:

Specific reporting parameters are listed on the Employee Listing form and are described in detail below. This allows full control of report/viewing of employee information.

Sort Option: You can choose whether you desire records to be sorted by Badge ID number, Employee Name, Department Code or Shift by clicking on the appropriate button under this field.

Filters: Filters allow employees to be shown based on whether or not they fall within the filter ranges shown. Enter First and Last values for Badge ID, Department Code or Shift Number.

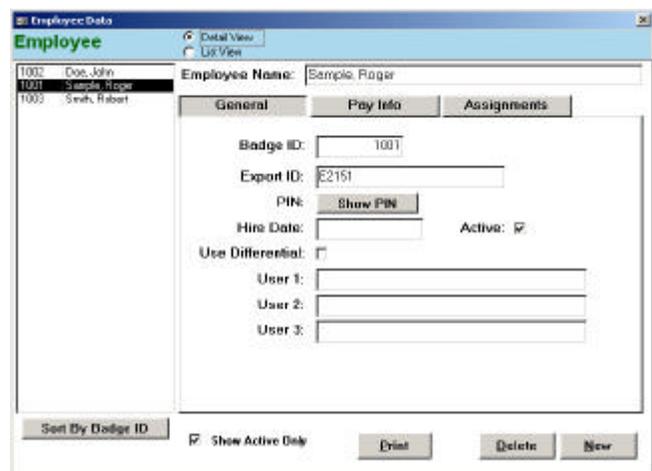
Show Active Only: This allows inactive employee information to be held in the background while data is displayed on active employees only. Remove the check in this box to show both inactive and active employees.

Detail View Fields:

The Detail View of the Employee information screen has a list of employees on the left. You can choose a different employee at anytime. Any edits to the current employee will be saved when you change to a new employee. The Employee list can be ordered by Name or Badge ID by clicking the "Sort..." button at the bottom of the list.

In Detail View, the **Employee Name** field is always available at the top, above the sections.

The following fields are available in the Detail View of the Employee information screen.



General Section:

Badge ID: This field is the ID the employee will use for punching the clock. This is a required field and must be unique for each employee. Badge ID's must be numeric and cannot be more than 6 digits. Leading zeros will be truncated.

Export ID: This is the Employee ID of your payroll system. It is commonly a Social Security number, but that will depend on your payroll system and its requirements.

PIN: This field is hidden by default, but can be shown by clicking the "Show PIN" button. RealTime may require the use of a password to show this field. PIN values are used only by "PC Time Clock Lite", a Windows based time clock software. PIN values should be numeric.

Hire Date: Enter the employees Hire Date here. If the Hire Date is entered. RealTime may use it for calculating Accruals.

Active: Use this checkbox to indicate whether or not an employee is currently active.

Use Differential: use this checkbox to indicate whether or not this employee is eligible for differential earnings. In order for Differential earnings to be calculated, the employee must also be assigned to a Differential Group in the assignments AND they must qualify for Differential pay by working during a period of time that earns Differential.

User 1, User 2, and User 3: These fields are available for any purpose that you wish. They can be supervisor, telephone, address, emergency contact, or anything else you may need.

Pay Info Section:

Payrate: This field may be visible or hidden by default, depending on your current "Show Rates" setting. If it's hidden, it can be made visible by clicking the "Show Rates" button. You may be required to enter a secondary password to show the Payrates for employees.

Employee Type: Select from Hourly or Salaried employee type. If you choose Salaried, you should also specify the number of hours (Salary Hours) RealTime should create automatically each pay period.

Salary Hours: Enter the number of hours to create automatically each pay period for any employee that is marked "Salaried" as the Employee Type above.

AutoLunch Min: Enter the number of hours that an employee must work in a shift before a lunch deduction record can be automatically generated. This is tied to the following field, AutoLunch Deduct, and is dependent on the employee not punching for lunch at the clock.

AutoLunch Deduct: Enter the amount of time, in hours, to deduct automatically for lunch. This deduction record will be created only if the employee works the minimum number of hours indicated in the "AutoLunch Min" field above and the employee does not punch for lunch at the time clock.

The screenshot shows the 'oyee' software interface. At the top, there are buttons for 'Detail View' and 'List View'. Below that, a list of employee names is shown: 'Doe, John', 'Sample, Roger', and 'Smith, Robert'. The 'Employee Name' field is set to 'Sample, Roger'. The 'Pay Info' tab is selected, showing fields for 'Payrate' (with a 'Show Rates' button), 'Employee Type' (set to 'Hourly'), 'Salary Hours' (0), 'AutoLunch Min' (6), and 'AutoLunch Deduct' (0.5).

Assignments Section:

Use the ellipsis button to the right of any assignment item to open the screen for editing that item.

Home Department: Select the employee's Home Department. Any time that is not allocated to a department will default to the Home Department.

Job Assignment: Select the Job description to be used for punches that are do not have an assigned job code.

Shift Assignment: Select the Shift that the employee is assigned to. Shifts are used for filtering purposes.

Schedule: Select the Schedule that should be used for this employee.

The screenshot shows the 'oyee' software interface. At the top, there are buttons for 'Detail View' and 'List View'. Below that, a list of employee names is shown: 'Doe, John', 'Sample, Roger', and 'Smith, Robert'. The 'Employee Name' field is set to 'Sample, Roger'. The 'Assignments' tab is selected, showing fields for 'Home Department' (Operations), 'Job Assignment', 'Shift Assignment' (1st Shift), 'Schedule' (Office Schedule), 'Holiday Group', 'Overtime Rule' (40 hr Weekly), 'Differential Group', and 'Accrual Group' (1 Year Service). There is an 'Edit Balances' button at the bottom.

Holiday Group: Choose the Holiday Group for this employee.

Overtime Rule: Choose the Overtime Rule that will be used for the employee's time calculations. Leaving this unassigned will cause RealTime to automatically use the first available rule.

Differential Group: Select the Differential Group to be used for calculating Differential pay. In order for pay to be earned, the employee must also have the "Use Differential" checkbox checked in the "General" section.

Accrual Group: Choose the Accrual Group for the employee.

Edit Balances: Click this button to access the Accrual Balances screen for the employee. You can only edit the Beginning field, but you will be able to see the accrued amount, the current used amount and the available hours Balance. The Beginning amount is the balance as of the "Start Date" shown.

StaffDate	Beginning	Accrued	Used	Balance
Sick				
01/01/2005	100	22.42		122.42
Personal				
01/01/2005				
Vacation				
Not Accrued				
Bonus				
Not Accrued				

Deleting an Employee

To delete an Employee record, click the Delete button on the bottom of the Employee information screen. RealTime will prompt for a confirmation, and then remove the currently selected employee record.

Deleting Multiple Employees: In "List View" you can delete multiple employee records at once. Click the "Record Selector" (Gray box on the left edge of the record) of an employee to delete. Hold the mouse button down, and drag to another record. This will Select multiple records. Press the Delete key on the keyboard. You will be prompted for a confirmation prior to deleting each selected record.

Importing Employee Data

Employee information can be imported from a text file formatted as "Comma-Separated Values" (CSV). The required field order of the file is shown in Chapter 19, in the "Importing Employee Data" section.

To import from a text file, click "Import / Export" in the "Utilities" menu, then choose "Import Employees". Choose between With or Without Badge ID's. If you choose with Badge ID's, the import will proceed and you will be notified how many employee records were added. If you choose without Badge ID's, the information will be loaded to a screen where you can assign Badge ID's the each of the employees. Employees are added to the database when the Badge ID is added. Any employees still on the assignment screen when the screen is closed will be discarded.

The fields in the CSV file must be in the order and format shown, however, all fields do not have to exist. A line with five fields is just as valid as a line with ten or twenty fields.

SECTION II



Operations

8. Working with Your Data

Overview



Once you have set up your Company and the parameters for calculations, you will only need to perform occasional maintenance of those items for new hires, changes in departments, pay rates, schedules and such. Gain access to these data management items exactly as you did when you set them up, by choosing the desired action from the “Data Management” category.

Operations now revolve around a few recurring tasks associated with each pay period. These tasks are grouped into 2 basic categories, Working with Your Data (This Chapter), Using the Results and Closing Your Pay Period.

Working with Your Data will explain the process of collecting and modifying the punch data that you will be collecting through your Time Clock(s).

The basic process will be as follows:

(Working with Your Data)

- 1) Data is collected at the Time Clock
- 2) Review and Edit as needed

(Using the Results)

- 3) Time Reports and Management Reports are generated
- 4) Data is Exported to your Payroll system

(Closing Your Pay Period)

- 5) Period End Routine
- 6) Back-up Files and System Maintenance

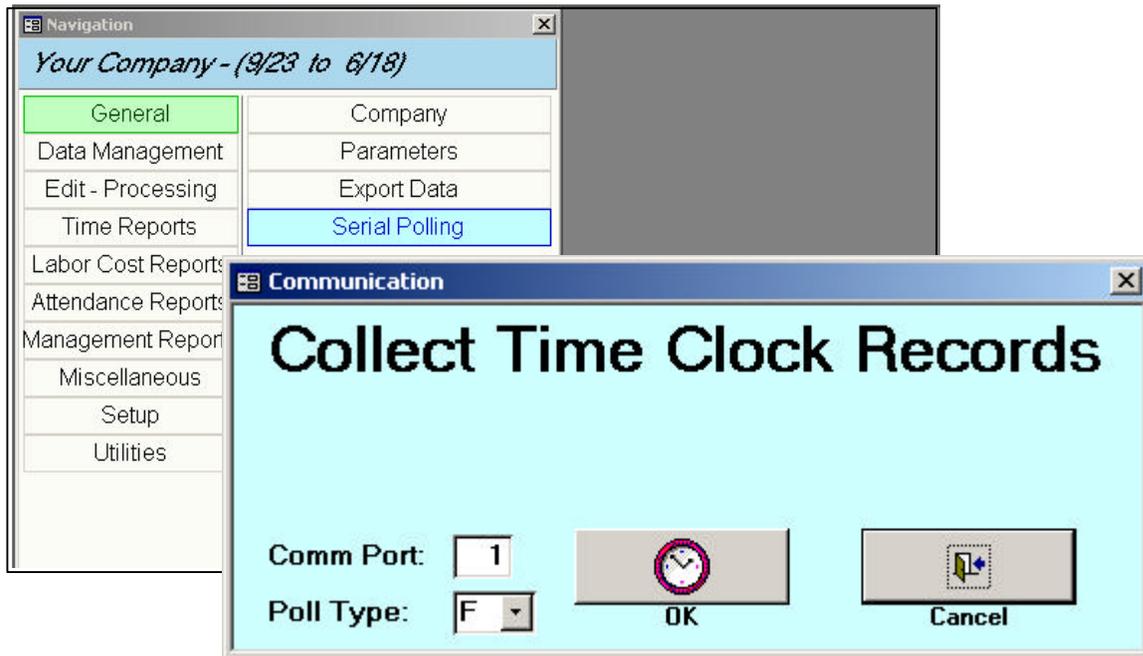
These same steps will be repeated for each pay period.

Collect the Transaction Data

Some Time Clock choices automatically deliver the Transaction data to RealTime and others require you to actively collect your information or schedule it for automated transfer. If you are using a Verifone time clock terminal that is connected to a Direct Serial cable, then you can use the Serial Polling option that is built right into RealTime.

-
- ? Note: If you are using multiple terminal types, or you need extended features for the collection of your Time Clock data, then you may choose to use the RealTime Communications software. This software utility is specifically designed to work with additional terminal options and configurations, automating processes and more. Install RealTime Communications from your CD if desired and review the RealTime Communications documentation for information on configuration and use of the utility.
-

Collecting transaction data from your VeriFone on a Direct Serial connection is very easy. Select “Serial Polling” from the General category of the Navigation form. This form only has 2 entries to worry about, the selection of your communication port (Comm Port) and the type of data query (Poll Type).



For Comm Port, enter the communication port where your time clock is connected. For Poll Type, select from “F – Collect Records” (Full Download) and “W – Who’s In Query”. Click the OK button to receive the transactions. Your settings are automatically saved so that future use will only require clicking OK to proceed. Click Cancel if you decide not to collect the transactions at this time. If you click the cancel button after you have already clicked the OK button, RealTime may pause a few moments until it is safe to cancel.

-
- ? Many organizations wish to collect the time clock information as soon as they start RealTime. If you want that option, simply check the “Poll Clock On Load” option in your Program options.
-

Review and Edit Transactions

Establish a routine for looking at your transaction data on a regular basis. Any problems (Exceptions) that may arise are generally easier to resolve the earlier they are noticed. RealTime implements a very user-friendly form for edit and review purposes. This form is designed to provide easy access to the relevant information for any of the transaction types that may exist. It is also designed to provide easy editing capability. Transactions are all handled in a similar fashion so that new and unusual circumstances seem familiar and comfortable. In addition to the Transaction List, RealTime offers specialized editing screens for various needs. These will be addressed later in the Advanced Features chapter. For now, let’s focus on the Transaction List, where you will do the majority of your review and editing tasks. Click the

“Transaction List” action located in the “Edit – Processing” category to perform your edit and review process.

Badge ID	Name	Punch Type	Date In	Time In	Date Out	Time Out	Amount	Dept ID	Job ID	Quantity	Exception Description
1001	Doe, Jane	X	05/10/02				600.00	200	100		
1004	Doe, John	H	05/01/02				8.00				
1004	Doe, John	H	05/08/02				8.00				
3340	Roy, George	Y	04/28/02	0:00			40.00	100			
3340	Roy, George	X	04/29/02				120.00	100			
3340	Roy, George	E	04/29/02	7:26	04/29/02	11:30	0.00	100			
3340	Roy, George	E	05/01/02	8:00	05/01/02	17:00	9.00	0			
3340	Roy, George	E	05/02/02	8:00	05/02/02	17:00	9.00	0			
3340	Roy, George	X	05/10/02				600.00	200	100		
3340	Roy, George	X	05/10/02				600.00	200	100		
1003	Smith, Fred	AL	04/29/02	8:00			(0.50)				
1003	Smith, Fred	E	04/29/02	8:00	04/29/02	12:00	-4.00				Overlapping Transaction
1003	Smith, Fred	I	04/29/02	8:59			0.00				UnMatched Transaction; Overlapping Transaction
1003	Smith, Fred	H	05/01/02				8.00				
1003	Smith, Fred	H	05/08/02				8.00				

Record: 14 of 32

Name	Worked Hours	Time Off Hours	Monetary Amounts	Notes
Doe, Jane	48.33	16.00	\$ 600.00	Extra Pay

Adjusting your View (Top of the Form)

Filters: You will notice that you have 2 filter options at the top of the Form. The **Employee Filters** allows you to select a specific employee to work with. This filter will be a subset of the filters already implemented through the program Parameters. The **Exception Filters** allows you to restrict your view to include All Transactions, Exceptions Only, or Specific Exception types.

Refresh Button: While most edits from this form will automatically display updated “Exception” information, it is possible that edits from another user, a data collection tool, or another part of the software may not refresh your view as quickly as you would desire. Overlapping transaction data must be manually refreshed.

Match Button: The Match button performs the match transactions routine and then refreshes the display. This is helpful if you have Unmatched Transaction exceptions. This process is always executed when calculating totals and overtime. It is included here for your convenience and is also available from the Utilities Menu under Automatic Processing.

Summary Information (Bottom of the Form)

Summary Data: You will notice that there is basic summary information displayed for the currently selected employee. This summary data includes the Employee Name, the Total Worked hours, Total Non-Worked hours, and the Total Monetary Amounts. In addition to the Summary information, there is a

Notes Field: This field is for entering or editing a note for the currently selected record.

Rounding Rules: Total Worked hours are adjusted according to the Rounding Rules you have defined in your company. Any additional rounding that the Employee Schedule may cause will not be included in the total values displayed here. The total values are calculated for transaction that fall within the current pay period.

Transactions Overview

The transactions found here consist of 5 basic types: Work Transactions, Work Spans, Non-Worked Transactions, Monetary Transactions and Time Adjustments.

Work Transactions will have either a “Start Date”/”Start Time” combination or an “End Date”/”End Time” combination. These may include On the Clock (Time, Break) or Off the Clock (Lunch) records.

Work Spans will have both the “Start Date”/”Start Time” and the “End Date”/”End Time” entries. The matching routine will pair the Work Transactions into Work Spans for you.

Non-Worked Transactions include all types of “Paid Time Off”. This will be things like Holiday hours, Sick hours, Vacation hours, Personal Time, and Bonus hours.

Monetary Transactions include Tips amounts, Commission amounts, Advance amounts and Other amounts. All of these transactions of a monetary nature and are included in this category. Note that while the amounts of all the monetary transactions are summed into the total at the bottom of the form, they do not necessarily affect the employee paycheck in the same manner.

Time Adjustments include Lunch Deduction and Salary records. These transactions are commonly generated by the RealTime system automatically and are presented here so that they can be adjusted if necessary. If the transaction was created automatically, it is not advisable to simply remove it to undo it’s effect, as the system will recreate it.

Create New Transactions by scrolling to the bottom of the transactions and enter the desired information on the blank line found there. You can reach the bottom quickly by clicking the New Record button (>*) of the Records control (located between the records display and the summary information).

Individual Fields

Record Selector: The gray box on the far left side is the Record Selector. Click this item to select a specific record prior to deleting it with the Delete key on your Keyboard. If the Record Selector is not highlighted, then the delete key will only affect the current field or highlighted text, not the entire record.

Exception Flag: The next item of the Record is a flag to expose Exception Transactions to you. A red Exclamation Point (!) in this field indicates that RealTime has identified a potential problem with the transaction. See the information on the far right to identify the specific problem for the transaction record.

Badge ID: This field contains the Employee’s Badge ID. Within RealTime, this number is used as our unique employee identifier. If an employee is not set up in the system, or entered an invalid Badge ID number, then the record will have an Exception flag and the Employee Name field will be empty.

Name: This field cannot be edited from here. It displays the Employee Name that corresponds to the Badge ID you have entered. If the Badge ID is invalid, then this field will be blank and the record will have an Exception flag.

Punch Type: Punch Type is a code that is used by RealTime to identify different types of transactions. It is necessary so that amounts and values can be properly calculated and manipulated by the system. You have

BadgeID	Name	Punch Type	Date In	Time In	Date Out	Time Out	Amount	Dept ID	Job ID	Quantity	Exception Description
1001	Doe, Jane	X	05/10/02				600.00	200	100		
1004	Doe, John	H	05/01/02				8.00				
1004	Doe, John	H	05/08/02				8.00				
3340	Roy, George	Y	04/29/02	0:00			40.00	100			
3340	Roy, George	X	04/29/02				120.00	100			
3340	Roy, George	E	04/29/02	7:26	04/29/02	11:30	0.00	100			
3340	Roy, George	E	05/01/02	8:00	05/01/02	17:00	9.00	0			
3340	Roy, George	E	05/02/02	8:00	05/02/02	17:00	9.00	0			
3340	Roy, George	X	05/10/02				600.00	200	100		
3340	Roy, George	X	05/10/02				600.00	200	100		
1003	Smith, Fred	AL	04/29/02	8:00			(0.50)				
1003	Smith, Fred	E	04/29/02	8:00	04/29/02	12:00	-4.00				Overlapping Transaction
1003	Smith, Fred	I	04/29/02	8:59			0.00				Unmatched Transaction; Overlapping Transaction
1003	Smith, Fred	H	05/01/02				8.00				
1003	Smith, Fred	H	05/08/02				8.00				

Name	Worked Hours	Time Off Hours	Monetary Amounts	Notes
Doe, Jane	40.33	16.00	\$ 600.00	Extra Pay

the option of changing the punch type of any transaction. You will only be allowed to select from valid punch types codes, which you will find in the dropdown list.

Date In: For “Worked” time transactions, this field contains the date that the transaction occurred or the work span started. For “Non-Worked”, “Monetary” and other types of transactions, this field contains the date that the transaction will be assigned to. Normally there isn’t a difference, but Rounding Rules or a New Day Offset may cause “Worked” transactions to be shifted to a different date.

Time In: This field is only used for “Worked” transactions. It corresponds to the Time of Day that the specific transaction occurred. The value shown here is the actual time, Rounding Rules and other factors may cause a different value to be used during calculations.

Date Out and Time Out: These fields are part of an “End” transaction. When transactions are “Matched”, these ending dates and times are attached to the beginning dates and times creating a “Complete” transaction or “Work Span”.

Date Out: This field is only used for “Worked” transactions. It contains the date that the transaction occurred or the work span ended.

Time Out: Also only used with “Worked” transactions. IT contains the time of day that the transaction occurred or the work span ended.

Amount: This field works differently, depending on the type of transaction that is being edited. See the Transactions Overview preceding this section for clarification of transaction types.

Amount (Work Transactions): You should avoid changing this field on Work Transactions (unmatched punch entries) because any modification may be discarded by the system when the transaction is matched.

Amount (Work Spans): For transactions that are Work Spans, it is used to display (and override) the calculated total hours, from Start to End. This calculation will include the rounding rules you have declared

in your company setup form. If you enter a value in this field, it will be used, without rounding, for this record, even if further rounding from the schedule would normally occur. To discard a modification previously made, simply delete the value in this field. The calculated value will reappear.

? **Note:** This field is an easy way to prevent rounding from occurring for a transaction that would normally be rounded or trimmed. Simply enter the amount of hours that you need to pay the employee and RealTime will skip rounding and/or trimming for the transaction.

Amount (Non-Worked): Use this field to adjust the hours of any Non-Worked transaction. For automatically created entries, enter 0 to invalidate them since deleting them will cause RealTime to re-create them again.

Amount (Monetary): This field is the monetary amount of the transaction. To adjust the amount, simply enter a new value.

Amount (Time Adjustment): This field adjusts the hours value of Time Adjustment transactions. To remove a Time Adjustment transaction that is automatically created, enter 0 since deleting them will cause RealTime to re-create them again.

Dept ID: Use this field to assign or modify the Department code for the selected transaction. Removing the entry from this field will cause RealTime to use the employee's Home Department for labor distribution purposes.

Job ID: Use this field to assign or modify the Job code for the selected transaction. Removing the entry from this field will prevent this transaction from being assigned to a Job for labor distribution purposes.

Quantity: For organizations that are tracking quantity values with the employee time records, you may enter the value here. Any quantities entered through the data collection will be displayed with the transaction that they accompanied. Quantities may be added, changed or removed as desired.

Exception Description: This field is blank unless RealTime has noticed a potential problem with it. There are numerous types of exceptions and a short description is displayed here that should be sufficient to help you resolve it. Most exceptions will automatically re-evaluate and adjust as you make changes to the transaction. However, you will find that using the "Refresh" button at the top of the form is the only way to re-evaluate exceptions pertaining to overlapping transactions.

9. Using Your Data

Overview

Finally! We have an opportunity to get something back from all our efforts. The work you've performed so far is all designed to allow you to use the information in a meaningful way. For most users this will be in the form of Reports and/or Exports, the transfer of your payroll information to Payroll. Payroll may be an accounting or payroll software that you use, or your accountant, or even a payroll service bureau. Any of these options are available to RealTime users.

Parameters

The parameters selections are your filtering tools. Adjustments to this form will apply a filter to your RealTime data screens, to your Reports, and to your Export files. To not use a specific filter, set it for a range that includes all possibilities. For Badge ID, the From setting must be 0, for the other filters, the From setting would be empty. The To setting would be the highest value for the filter type.

? Note that the filters you specify are inclusive. If you set a filter range in 2 or more areas, all will have to be true for the information to be reported or displayed.

Date Range

Click the button to select one of the previous 10 Pay Periods or simply enter the Date Range you wish to report. Date Filter does NOT affect information in the Transaction List.

Badge ID

Use this filter to isolate a range of employees to work with or include in your reports. Since Badge ID's are numeric and required, the valid range is 0 to 999999 for both upper and lower limits.

Home Dept

Use this filter to isolate employees that are assigned to this department range. For reports that are based on "Actual" or "Worked" departments, this filter is used in that capacity as well.

Job Range

Use this filter to include only transactions that are assigned to the desired job range.

Navigation	
Your Company - (12/1 to 12/7)	
General	Filters:
Data Management	Date Range <input type="text" value="12/1/2005"/> <input type="button" value="v"/>
Edit - Processing	To <input type="text" value="12/7/2005"/>
Time Reports	Badge ID: <input type="text" value="0"/>
Labor Cost Reports	To <input type="text" value="9999999"/>
Attendance Reports	Home Dept <input type="text"/>
Management Reports	To <input type="text" value="999999"/>
Setup	Job Range <input type="text"/>
Utilities	To <input type="text" value="99999999"/>
Parameters	Shift <input type="text"/>
	To <input type="text" value="99"/>
	Settings:
	<input type="checkbox"/> Show Payrates/Earnings
	<input checked="" type="checkbox"/> Preview Reports
	<input checked="" type="checkbox"/> Group by Departments
	<input checked="" type="checkbox"/> Department Page Break
Serial: 12345 Version 3.5.18	

Assigned Shift

Use this filter to isolate employees that are assigned to shifts within the range specified.

Show Pay Rates/Earnings

This setting determines whether or not to display employee pay rates and earnings amounts in the reports and selected forms.

Preview Reports

Select this item if you want to have your reports displayed on-screen before being sent to your printer. If you uncheck this item, reports will be sent immediately to the default printer without being displayed on your monitor. If you will be saving or e-mailing your reports, you will need to preview them.

Group by Departments

Use this option to determine report grouping. Some organizations desire to have their reports grouped into their employees home departments, while others do not.

Page Break between Departments

Only available if you are grouping by departments. Use this selection to force a page separation between department groups on certain reports.

Printing Reports

Reports in RealTime are grouped into 4 different groupings according to the type of information that is being returned. Since all the reports are derived from the same basic information source, you will find that different groups will sometimes provide the same information to you. Use your Parameters described previously for obtaining the precise results you desire.

Time Reports

Time reports group is intended to provide transaction and work span information, grouped by employee. You will find things like Time Cards, Exceptions, Transaction Details, Time Summaries and more.

Labor Cost Reports

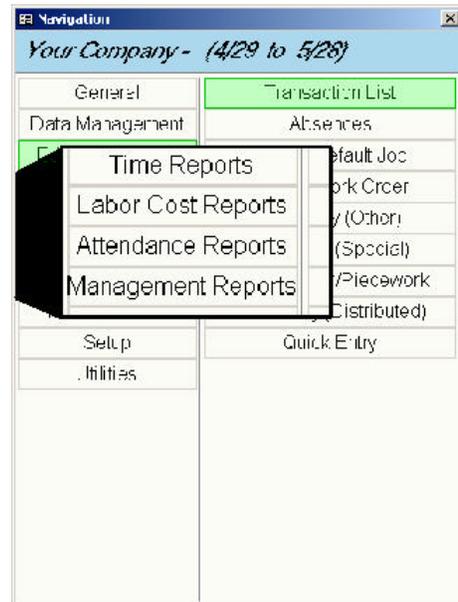
This Category is where you will find reports that group your information according to the Labor Distribution values assigned to the specific transactions. Transactions without assigned Labor Distribution values are allocated to the Home Department of the employee.

Attendance Reports

This Category includes reports related to employee schedules, absences, who's in/out and other attendance based items.

Management Reports

The reports located in this Category are a collection of reports that are predominately of interest to management and supervisors.



Exporting data

RealTime is capable of exporting your information for use in other software programs such as payroll software, accounting software, word processors and spreadsheet applications. Normally, information is formatted into ASCII files according to the requirements of the receiving software.

Reports can be saved as files on your disk in rich text format (RTF, Microsoft Word) and in Microsoft Excel format. Additionally, reports can be sent using your MAPI mail handler as an attachment(s) in the above formats plus HTML and MS DOS text as well.

Standard Payroll Export



Use the Export button on the tool bar to export your payroll data in the format and location you selected in your Company Setup. This can also be done using the Export action in the General category.

Additional Export Formats

Use the Export menu to export payroll information in a different format than the one specified in your company setup form. You can choose between ASCII text files, Payroll Service Bureaus, Payroll Software formats and Spreadsheet formats. The information exported will include payroll data from the current pay period.

Exporting Employee Data

Use the Export menu and click “ASCII Employee” if you wish to create a text file that contains your Employee data. This file is formatted as needed for transferring directly into another RealTime database. Please refer to Chapter 18 – Database File Structure for specific formatting and layout information.

Transferring Transactions to Another RealTime Database

Use the Export menu and select ASCII Clock Data to create a file that can be read into another RealTime database program. If you selected ASCII Clock Data as your Export Type during Company Setup, then performing the Standard Export actions will create the file as well. Refer to Chapter 18 - Database File Structures for the specific formatting and layout information of this file.

10. Pay Period End

Edit Absence Records

If you are using the Attendance module, once all editing is completed, you can check absences and make adjustments, if needed, prior to posting. Select the “Absence” action of the “Edits – Processes” category to open the Absence form.

? Make desired changes *After* the regenerating the totals and *Before* closing the Pay Period!

ID	Name	Date In	Time In	Date Out	Time Out	Lunch	Total
1080	Doe, Jane	6/3/2002	8:00 AM	6/3/2002	2:00 PM	0	8:00
1080	Doe, Jane	6/4/2002	8:00 AM	6/4/2002	2:00 PM	0	8:00
1080	Doe, Jane	6/5/2002	8:00 AM	6/5/2002	2:00 PM	0	8:00
1080	Doe, Jane	6/6/2002	8:00 AM	6/6/2002	2:00 PM	0	8:00
1080	Doe, Jane	6/7/2002	8:00 AM	6/7/2002	2:00 PM	0	8:00
1080	Doe, Jane	6/10/2002	8:00 AM	6/10/2002	2:00 PM	0	8:00
1080	Doe, Jane	6/11/2002	8:00 AM	6/11/2002	2:00 PM	0	8:00

Note: Edits should be made just before posting.
Regenerated Totals will erase edited data.

Since the Period End routine will automatically post the current absence records and Regenerating the Totals will also recreate the Absence data, you should make any desired adjustments after regenerating totals and prior to running Period End. If you have to make adjustments to the time records of a period that has already been closed, you should not use the Period End again since it will post the attendance information again, duplicating your data.

Posting Attendance Data

When your attendance data is Posted, your absence data for Last Period appended to the Year To Date values and removed from the Last Period values. Then, your current attendance information is transferred into the Last Period values.

See the section Year End Routine in Chapter 11 – System Maintenance, for information on maintaining correct Year To Date and Last Year values.

Close the Period

Closing the period (also known as the “Period End Routine” is a simple matter of clicking the “Period End” button. The period End button is located on the Toolbar and can also be executed using the Menu system. If, for any reason, you need to return to a prior period, simply enter the desired Pay Period starting date into the field in Company Setup.

Changing Settings: Some companies may need to make adjustments to the Pay Period parameters after closing the period. This will be true for organizations that are using a Custom Pay Period Length, if that length varies between periods. It will also be true for any organization that needs to assign different pay rules, schedules, shifts, and/or other items between periods. You can make the necessary changes at your convenience prior to closing the Pay Period in which the changes are needed.

11. System Maintenance

Overview

As with any software product, you will want to ensure that your product performs optimally, the data is protected from loss and your information remains readily available for your use. RealTime offers “Archive” routines and a Database Utility program to assist with maintaining optimal performance. It is strongly suggested that you implement a regular backup of your database files to secure your information from catastrophic loss due to disk malfunctions, viruses and other factors.

Archiving Data

RealTime uses Microsoft Access database files for data storage. Performance of Microsoft Access database files is impacted by the amount of information that is maintained. For this reason, organizations with large databases will find archiving data to be a simple way to improve performance. Archived information can be retrieved as easily as it was archived, whenever the need arises.

Archive your data by selecting the Archive action from the Utilities category. You will be presented with a form to enter the date range that you wish to archive. Archiving data transfers the transaction records out of the Database file and into the Archive file. Be certain that you don’t archive information that you still need for calculation or reporting purposes. Archived data will not be used in calculations or reports. For instance, if you archive transactions that include part of your overtime calculation length, then your overtime calculation is likely to be incorrect.

-
- ? Example: You are using a Bi-Weekly Overtime rule and you archive transactions that include part of the first week of the rule. The calculations for overtime will not use the hours that have been archived, since they are no longer visible to the RealTime software.
-

Un-Archiving Data

If you ever need to retrieve the records that have been archived, simply select the Un-Archive action from the Utilities category. As with the archive process, you will be able to select the date range for the data you wish to retrieve. This can be useful for printing extended period reports or even to settle an employee complaint or concern.

Delete From Archive

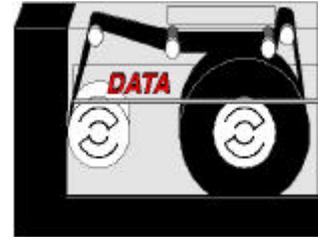
Eventually, even your archive database will become large and will contain information that you no longer have any foreseeable use for. Use the Delete From Archive action of the Utilities category to perform the deletion process. You will be able to enter a date for deletion. All transactions prior to the date entered will be permanently removed from the archive file. Short of restoring from a backup, you cannot recover these transactions.

Year End Routine

As the name implies, this routine should only be performed annually. Attendance data is stored in as accumulated values for Last Period, Year to Date, and Last Year. This routine moves the Year to Date data into the Last Year values, effectively erasing the prior year and clearing the Year to Date values. See Posting Attendance Data in Chapter 10, Pay Period End, for more information on how the Year to Date and Last Period data is modified and calculated.

Backup your Data

It is strongly recommended that your database files be backed up regularly. By default, your database files will be located in your Data Root Directory that you specified during installation or when you set up your program with the Options form. The Data Root Directory is the default parent folder of any Company or Client database files you create. If you include this location and any subfolders it contains in your backup scheme, you will find that disaster recovery will be a reasonably easy process.



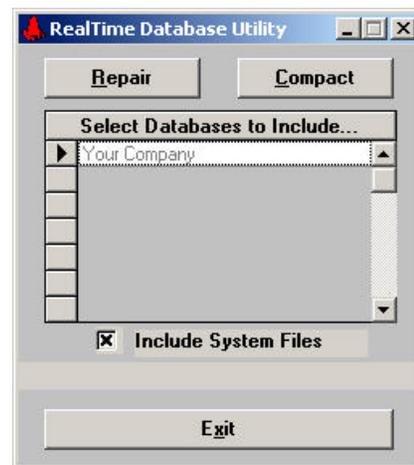
-
- ? Note: If you have specifically placed any database files in other directories, then you will want to include them in your backup plan as well.
-

Database Utilities Program

RealTime installs an external program, Database Utilities, when the main application is installed. This utility provides two import tools for working with your Microsoft Access database files, “Repair” and “Compact”.

When you start the Database Utilities program, you will see a list of all your installed Companies or Clients. Click each of the databases that you wish to include in the repair or compact process. Each Company database that you click will be highlighted. To deselect a company, simply click it again.

You have the option of including System Files and this is selected by default. You must select Include System Files if you want the operation to be performed on the Application Database (RT3.MDB), the Company Files database (COMPANY3.MDB), or the Communications Log file (TCLOG.MDB).



-
- ? **Important!** Ensure that no other users or processes are accessing the database files you are working with. Other processes may include time clock applications, reporting tools, external communications and more. This utility must have complete and exclusive control of the database files.
-

When to Use

It is recommended that you run the Repair and Compact processes regularly. A good rule of thumb is to Repair and Compact the database files at the close of each pay period. Some organizations may elect to do it monthly or on some other schedule that is meaningful to their own needs. The size of your organization and the quantity of transactions you are handling may dictate how often to use the utility. Organizations

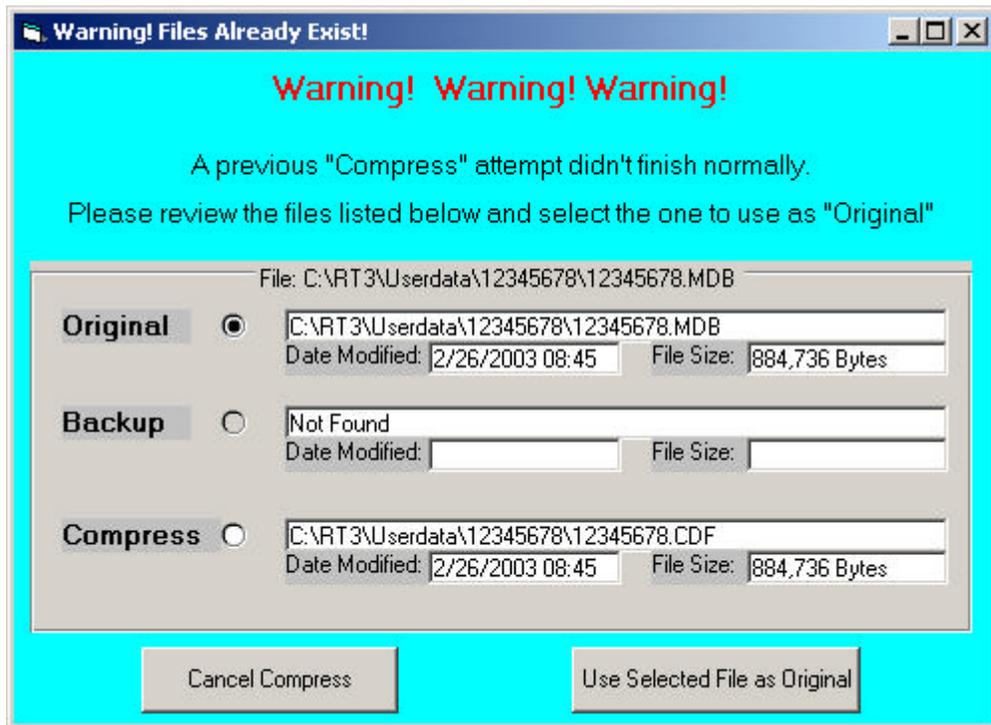
that are processing time data for more than one client will want to be certain to compress the system files regularly, since each client file that is processed causes deletion of records in temporary tables.

Repair

Microsoft Access files can occasionally become corrupt. This is most commonly caused by an abnormal shutdown of a computer while the database file was open. If you have a message that the database is not in a recognizable format, or that it may need repaired, use this utility to perform the repair. Whenever you use the Repair process, you should follow it with the Compact process.

Compact

When database records are removed from a Microsoft Access database file, the space that was originally allocated to the records is not reclaimed immediately. Additionally, during the process of working with your data, your file will become internally fragmented. The "Compact" routine will reclaim the unused space and will reorder your data. The Compact routine file checks for available disk space before proceeding. Files that are stored on network drives may not properly report available space. The Compact utility looks for 2.1 times the space as the original file size. This is because it makes a copy of the file first, prior to performing any compression. If the process is interrupted, then the temporary backup file(s) will not be removed and you will be given a "File Exists" message the next time you attempt to Compact the database file.



Files Exist Message

If a previous attempt to Compress a database file did not finish normally, one or more backup files will still remain on the drive. If this happens, the Compress utility will alert you that the previous attempt did not complete and will allow you to choose one of the files to treat as the Original database file. You are shown the full path (when space permits) of the files in question, the date last modified and the size, in bytes, of the file currently. You have the ability to cancel the compress operation if you wish. Doing so will leave all the files in their original state.

12. Special Processes

Bulk Entry – Other

Bulk Entry – Other is a specialized routine that meets a specific need. Essentially it allows the user to create an “Other Pay” (monetary) entry for one or more employees simultaneously. These transactions will include a note specifying the reason for the pay item

To use the tool, choose the desired reason under Other Pay Type, select one or more employees to pay, specify a date and specify a dollar amount. Clicking Process will create the entries for each of the selected employees.

Other Pay Type: Use this field to create an entry in the Note field specifying the reason for the Pay Entry

Selecting Multiple Employees: Use Shift and Click together to select a group of employees. Use Ctrl and Click together to select or deselect an individual employee.

Date: Enter the date desired for the transaction.

Amount: Enter the amount, in dollars, for the transaction.

Dept: Use Dept to specify a Department Code for these transactions.

Job: Use Job to specify a Job Code for these transactions.

- ? Note: Selecting Commission Pay here does not create a Commission type transaction. Commission transactions are evaluated (and modified) according to the overtime rules in effect. These transactions are an “Other Pay” transaction type and have a note specifying “Commission” in the notes field. They are not evaluated for application of Overtime.

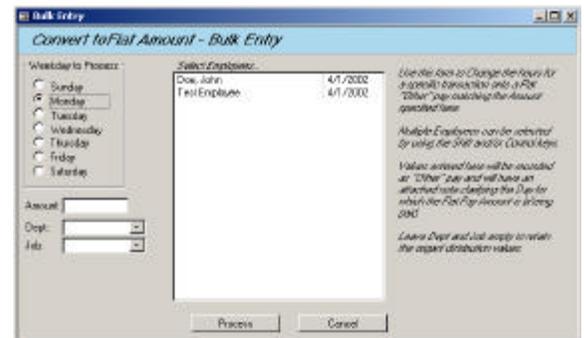


Bulk Entry – Special

Bulk Entry – Special is a routine designed to allow the Employer to convert the hours worked during a specific transaction to be converted to a flat monetary payment. This process will override the total hours of the selected time record(s) to 0 (zero) and, for each selected transaction, build an Other Pay transaction, of the amount specified, with a note specifying [DayName] Salary.

Day to Process: Click the day of the week that has the transactions you want to process into flat amounts.

Amount: Enter the monetary amount to pay instead of the recorded hours(s)



Dept: Enter the desired Department Code for the new monetary records.

Job: Enter the desired Job Code for the new monetary records.

-
- ? **Note** – Leaving Dept or Job fields blank will cause the procedure to automatically use the Labor Distribution code(s) of the original transaction.
-

Commission/Piecework

Some companies pay their employees extra amounts for performance (Commissions) or pay them a variable pay rate based on production (Piecework). When this occurs, employers must evaluate these amounts against the employee's overtime rules, and then adjust the amount accordingly.

Comm/Piece	Type ID	Employee Name	Date	Amount	Notes
Commission	8015	Doe, Jane	01/25/03	400.00	

For Commissions, that means that an employee that is receiving commissions during a period where he also earned overtime, his commission amount must be adjusted proportionally to reflect the overtime portion of the commission.

-
- ? **Example:** Employee earns \$10/hr. base pay. He works 48 hours during his workweek and earns \$600 in commissions. Overtime (time and ½) is paid after 40 hours. Hourly Earnings would be \$520 (40 hrs. x \$10 plus 8 hrs x \$15). The Commission would be adjusted to \$650 ($\$600 \div 48 = \12.50 . 40 hrs x \$12.50 hrs plus 8 hrs x \$18.75)
-

For Piecework, similar to commissions above, the new pay rate must be used for overtime calculations. Since the piecework pay rate replaces the base pay rate, calculations must be made top ensure that the new Piecework pay rate is as much or more than the base pay rate. Otherwise the base pay rate must be used to pay the employee.

-
- ? **Example 1:** Employee base pay rate is \$7/hr. He works 48 hours during the workweek and earns \$324 in production earnings (piecework value). Overtime (time and ½) is paid after 40 hours. $\$324 \div 48 = \$6.75/\text{hr}$. This employee must be paid the base pay rate of \$7.00/hr. rate for the period
- ? **Example 2:** Employee base pay rate is \$7/hr. He works 48 hours during the workweek and earns \$360 in production earnings (piecework value). Overtime (time and ½) is paid after 40 hours. $\$360 \div 48 = \$7.50/\text{hr}$. This employee will be paid the piecework amount, factored by overtime. Hourly Earnings will be \$390.00 for the period (40 hrs x \$7.5 plus 8 hrs x \$11.25)
-

To create Commission or Piecework entries, open the Commission/Piecework form by choosing the Commission action of the Edit – Processing category. The form shown above will open and will contain all (filtered) existing entries for the current pay period. You can create, edit or remove entries from this form.

Comm/Piece: Use this field to select the type of transaction, either Commission or Piecework.

ID: Enter the Badge ID of the employee who will be paid the Commission or Piecework amount.

Date: Enter the date that you want the pay to occur on. Time is not required.

Amount: Enter the unmodified amount of earnings. RealTime will calculate the final amount for you.

Distributed Entry

Distributed Entry is used for allocating time or money throughout a pay period. When money is distributed, it uses Overtime rules to determine how many hours are required to achieve the desired pay. In order to allow your distributed entries to be properly allocated to specific labor distribution, you can build up a series of records and then process them all at once.

Badge ID	Department	Job Number	Amount
6015	14	123	\$850.00

Money / Hours: Use this option button to determine if your distribution amount will be in hours or in earnings.

Employee: Select (or type) the Badge ID number for the employee you need to distribute time to.

Department: Select the Department Code for the department you want this amount to be allocated to.

Job Number: Select the Job Code for the job you want this amount to be allocated to.

Amount: Enter the amount (either hours or money) to distribute.

Add Record: Click the Add Record button to add the amount to the displayed list of amounts.

Process: Once you have add all the amounts you want to have distributed, press the process button. The amounts will used to create time entries in equal amounts per day through your pay period. The entries will be allocated to Monday~Friday only. If processing monetary amounts, the process will use daily overtime rules of 8 hrs and under at Regular rate, up to 12 hrs at Overtime (time and ½) and over twelve hrs at Double-time to evaluate the distribution of hours per day. Monetary distributions require that the employee have a pay rate listed in RealTime.

Quick Entry

Quick Entry form was developed for clients that must enter their employee hours from a supervisors time sheet or log book. Some organizations will have employees working in an environment where a physical time clock is impractical, yet they still need to track hours and project costs through the RealTime system. Quick Entry is an ideal tool for transferring the log data into RealTime.

As each transaction is saved, the Quick Entry form will increment the Time field so that the next transaction will not overlap the previous one. The Date field, Employee field, Department field and Job field are all retained. Only the Hours fields are cleared. This allows you to make a series of entries without having to re-enter values that didn't change. Notice that you are also able to specify if some or all for the hours for a transaction are of OT1 (Overtime) or OT2 (Double-time) factor.

Regular Hours	8	Overtime Hours	2	Doubletime Hours	0
---------------	---	----------------	---	------------------	---

Date: Enter the date that you want the transaction to be on

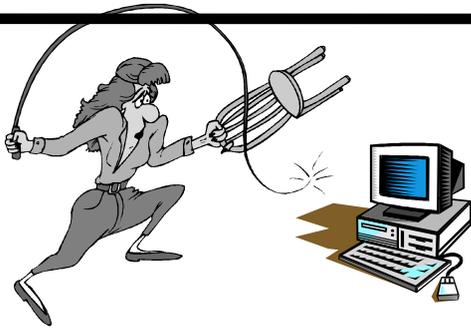
Time: Enter the time of day that this transaction should start. By default, this will be the time of the last transaction, plus the hours of the last transaction.

Employee: Enter the Badge Number for the employee you are working with.

Department: Enter the Department Code for the department you wish to assign.

Job: Enter the Job Code for the job you wish to assign.

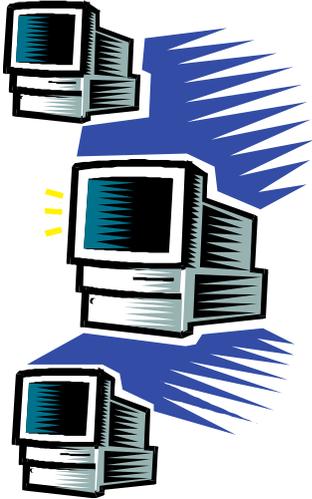
Hours Fields: The total time of the transaction will be the sum of the 3 hours fields. If you wish to have RealTime calculate the overtime, put the total hours desired into the **Regular Hours** field. Any values place in Regular Hours may be upgraded to OT1 (Overtime) or OT2 (Double-time) as your Overtime Rules dictate. If, however, you wish to specify your own overtime values, you may do so by putting the desired portion of the hours into the **Overtime Hours** field and/or into the **Doubletime Hours** field. Note that hours specified as Overtime (OT1) may still be upgraded to Double-time (OT2) if your Overtime Rules dictate. No hours that are specified as Overtime or Double-time will ever be downgraded during calculations.



Advanced Technical Information

13. Network Installation

Network Overview



RealTime is a Desktop application and should be installed to the Workstation drive.. While you can install to and run from a server drive, you will notice a significant performance loss. Additionally, network bandwidth and stability may be adversely affected.

During installation (or from the Options form) you can specify a server location for data storage (Data Root Directory) If you share data between computers or use a common software license for multiple users, you must share a common Data Root Directory. When sharing a common data root directory, it is imperative that the path specified to the company database files is valid for all users. For instance, if you use a mapped drive, ensure that it is persistent for all users and that it is the same drive letter. For this reason, some users will elect to use UNC directory names.

If you are planning to share data, you must purchase the RealTime Network version.

? Note: It is highly recommended that the server is a dedicated server and not a workstation/server.

The simplest way to install RealTime for shared data is to specify the Data Root Directory during installation of the first workstation. Subsequent installations should also refer to the same Data Root Directory.

? If you have any special network requirements, RealTime installs and is used virtually identically to Microsoft Access™.

14. Job Cost Option

Job Cost Overview



The Job Cost module of RealTime is sold as a separate option.

Job Cost features on RealTime include reports to show total time and labor costs in many different views. Functionally, RealTime is used the same way for Job Costing as it is for all other aspects of the program with additional job-related reports.

Job Cost works in conjunction with your data clock to collect job number information. See the RealTime Data Clock User Manual for instructions on activating the Job Cost function.

Success with RealTime Job Cost lies in the implementation of your data collection methods. Some suggestions are provided here, however, it is suggested you contact your dealer for consultation on the most appropriate method of implementation for your particular enterprise.

Setting Up Jobs

Jobs are set up choosing the Edit Job Codes action of the Data Management category. The entry screen is similar to the department setup. Enter the Job Code and description in the same manner that you have set up your Department Codes.

Jobs can be work orders, customers, projects, tasks or any type of data you wish to collect in addition to the department/task. A job code can be up to 13 digits, however the bar code portion of the software supports only 10 digits on standard label stock.

Job Cost Reporting

Reports located in the Labor Distribution category will include Job Cost / Job Tracking information. Depending on what information you will require, select the reports that best serve your needs.

The following reports are specifically designed with Job Tracking in mind.

- ? Date Sequence
- ? Department Detail
- ? Department Summary
- ? Job Sequence
- ? Detail Report by Person
- ? Summary Report by Person

Tips for Job Cost Operations



The most important issues to tracking accurate and meaningful data and enjoying success in getting your data collection system is approaching the set up process in an organized and efficient manner. Here are some tips.

Use a separate system for payroll and for job cost. You can do this by implementing the multi-company option (sold separately) and reporting all time card data to one “company” in RealTime and all job cost data to another “company”. This prevents the typical problems of exceptions slowing the payroll process. It is also not often practical to pay from the job cost system due to many variables such as unrecorded time, off premises time, etc. Combined payroll timekeeping and job cost timekeeping systems work well in environments where individuals stay on a specific job for long periods of time and operations and discipline is well managed.

RealTime Data Clocks can provide information about:

Time per Employee

Time per Department (2 to 6 digits)

Time per Job Code (up to 13 digits; 10 digits barcoded)

While data can all be entered on the data clock keypad, it is recommended that you use bar code systems for accuracy. Data clocks can use an external bar code wand to input bar code information. Internal bar code readers are also available. Generating and implementing bar codes (bar code generator sold optionally) takes some planning, particularly in shops that have high job volume.

3. When using bar code systems, plan the placement of bar codes where they will do the most good.

For example, in a shop with low job and employee turnover, you can post a laminated bar code sheet next to the data clock listing all the employees, department numbers and job numbers with descriptions.

Alternately, the employee can

use their ID to record time and have posted just the department/task and job numbers.

For high volume job shops, you may print the bar code and place it on the work order for scanning as it comes through the various departments.

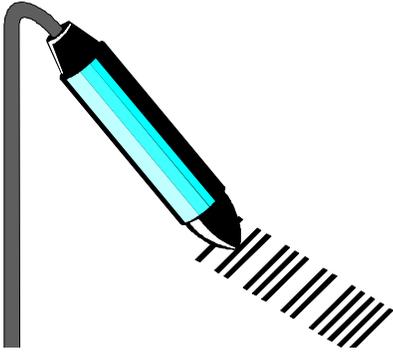
4. Install enough clocks to reduce data collection time. Plan this for time savings and encouraging the implementation of good reporting by employees. If an employee has to walk to a clock even two minutes away from his/her work area, productivity and data collection accuracy suffer. It is suggested that you have a clock within 25-50' of every employee. Plan to analyze the approximate number of transactions per day and travel time per transaction to help decide how many clocks are required.

If your installation requires employees moving from one station to another, the RealTime multi-clock feature allows employees to punch in on one clock and out on another. When the data is sent to the PC for processing, the punches are joined. You can customize what exact time you want to automatically join the in and out transactions.

Plan to consider a Network LAN system if you would like to see the time data in real time. A continuous flow of information from clock to PC allows you to check work in progress, or who is in or not in at any given time.

15. Bar Code Option

Bar Code Generator Overview



RealTime Bar Code Generator features the ability to produce bar codes on laser labels, plain paper or continuous form labels. Bar codes can be produced for any range of employee ID numbers, department numbers and job code numbers. You may also run custom numbered labels for any user-defined range.

The bar code generator is an optional feature of RealTime that is sold separately. If you have ordered it, it is activated through your CD Key code.

The bar codes software provides the option of printing the name, description and/or the associated number along with the bar code on 1" high labels. Labels for employee badges can also be printed on a 1/2" stock.

Requirements

Printer Requirements

Both size bar codes can be printed on most Windows supported printers. The most important part of selecting a printer is resolution. Ideally, you should use a laser printer for your labels.

Inkjet printers can also be used, but readability may be a problem. Test the labels before proceeding.



-
- ? Important: You must have the correct printer driver set up in Windows. RealTime does not control printing other than to pass the formatting information to the Windows printer driver. Some printer drivers will work better than others.
-

Label Options

Laser labels

Avery 5160 3 across 1" labels

Avery 5267 4 across 1/2" labels for employee ID labels

Continuous form labels

Use a standard 1" (or 15/16") high label

Defining Labels to Print

Before printing labels, be sure that the information you are going to print is set up in the RealTime system. Barcodes for Employees, Departments or Jobs can only be printed for numbers that have already been set up in RealTime. Barcodes for a User-Defined range can be printed without being setup. Mobility barcodes use an Identifier built into the code and will not work if a User-defined range is printed.

To print bar code labels, choose the "Barcode Labels" action from the "Management Reports" category.

The following form is used to make your selections:

Data Type: Click on the button for the type of data from which you want your labels created.

Form Type/Size: Choose from laser 1", laser 1/2" or 1" continuous, depending on which type of printer you are using and which bar codes you desire. Only select 1/2" labels if you are printing employee ID numbers.

Print Options: This selection let you choose whether or not to print descriptions/names along with bar code numbers.

Range: This is the range of labels you wish to print. It is important that the length of the numbers you choose are compatible with your clock and the RealTime software.

Print: Once you have selected the options, press the Print button.

Include Checksum Digit:

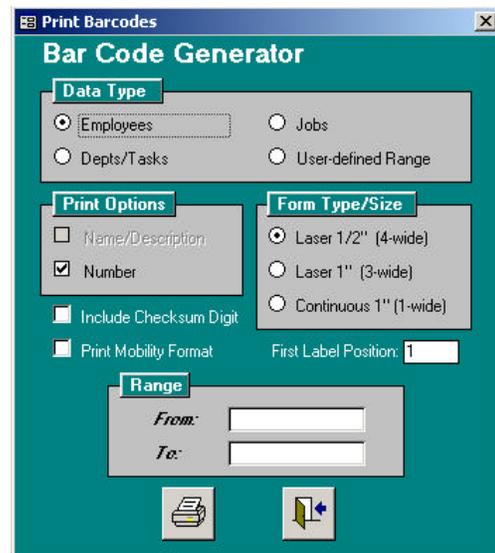
⌘ Only check this box if your Verifone Terminal is version 1.41 or below.

Print Mobility Format:

⌘ Check this box if you are printing barcodes for use with Mobility clocks.

First Label Position:

Enter a value here if you are printing on a sheet of labels that is partially used already. Labels are numbered right to left, then top to bottom.



Tips for Printing Bar Codes

Some laser printers provided a higher fuser heat when the single sheet feed is used. This may help in providing longer lasting labels.

If the printer has a darkness setting, you may wish to adjust this. Excess toner tends to spread past the lines in the codes and make them less readable.

Alignment problems may be solved by single sheet feeding the sheet of laser labels in the printer.

Jamming may be resolved by opening the printers back door (if it has one) to achieve a straight paper path feed.

Bar codes printed on plain copy paper are often marginal for readability. If you wish to run a test, improve the readability by using high quality laser paper stock. If you intend to use the plain paper copy for repeated reading with a bar code wand, it is recommended that you laminate the print out or place the sheet in a protective transparent sleeve.

When you place the finished bar code, bear in mind that the reader needs to see a quiet zone of white space about 1/2" on each side of the bar code.

Infrared Barcode Readers have a difficult time reading labels produced by color printers, unless the barcode is actually printed with the black ink.

16. Technical Support

Technical Support Overview

We are committed to providing for you a trouble free product. It is humanly impossible to test every combination of data entry in every environment and it is therefore possible that some entries or environments may experience difficulties under untested conditions. We will make every attempt to repair these problems as quickly as possible.

Updates and Upgrades

Updates

Program improvements are made on an ongoing basis. Each time an improvement is made, the software is updated. Updates can be obtained from our website at no cost. Simply use the Version History section of Support to see what changes have been made and download the most recent revision.

-
- ? Once your Update has been downloaded, you must install it by executing the file you downloaded. Neither RealTime nor any of its supporting files should be running when the Update is installed.
-

Upgrades

Upgrades are offered when major product enhancements and new features are added. Existing customers will normally have an upgrade path available that is a lower cost than a new customer purchase.

Alternate Products

Alternate products, even if similar in functionality, may not be considered an "Upgrade" or an "Update" for existing clients.

Technical Support



Technical support includes the solution of technical issues with regard to the installation and operation of RealTime and is free for the first 30 days from the date of purchase. After that, you may purchase support on a "per incident" basis.

When calling in, please have your product serial number. **Unregistered users will not get technical support!** If you are past the 30 day period, please have a credit card ready to purchase per incident support or an Annual Support Agreement.

-
- ? **Note:** Technical support does not include training. Training, installation and set up services are available if desired, with plans custom tailored to meet your needs.
-

Tips for Faster Support

Call Later

Highest support demand occurs first thing in the morning. If your issue isn't highly urgent, you will find it easier to get through to a technician if you call later in the day.

Serial Number / Customer Name

Have your Serial Number handy, if possible. It will save time if the technician can locate your account easily.

Leave a Message

If all lines are busy, you will get voice mail. Leave a message including your name, company name, and a return telephone number. A technician will respond as soon as possible.

Have your information ready

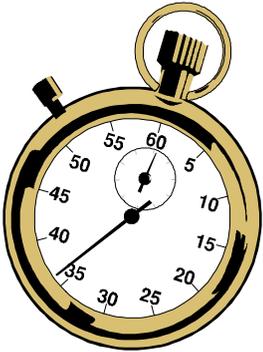
If there is an error message or some other information that might help in identifying the problem, please have the exact message or information available.

Be Nearby

Try to call at a time when you can get to the Time Clock or Computer where the difficulty is happening.

17. Advanced User Information

Troubleshooting RealTime



“When I first start RealTime, I get an error message indicating Table - xxxx is not attached. Configure and select the company using the Company Setup screen.”

If your company information is not properly configured or selected, you will receive an error message either when first opening RealTime or when you attempt to access a report.

Launch the Company Setup form and confirm or add the proper company information. Press the Select button. If you fail to press Select, the RealTime will re-attach your database tables

“I cannot access any reports or get into any edit screens.”

First, the company may not be selected or the Company setup may be incomplete. Launch the Company Setup form, add or edit the company information and press Select, then press the Close icon to accept and close the form. If the problem persists, it is possible that the database is corrupted or missing. Exit Windows and run CHKDSK /F or SCANDISK. Then return to Windows and run Repair and Compact from the Database Utilities icon in the RealTime window in Program Manager.

It is also possible that the computer does not have a Default Printer setup. This causes the computer to exhibit these symptoms but not display an error message unless you attempt to print. Check your default printer setup.

If this fails to correct a corrupted database; restore the information from a backup.

“I can’t restore from my backup.”

If your backup is corrupted and the suggestions above don’t repair your files, there is one more thing you can try.

Repeat the Company Setup process. Open the file ending in .ARC in your company database directory with Windows Notepad (or Windows 95 Wordpad.) Use the editing functions to cut the desired entries out of this file. Then open a new file. You will be prompted to save the changes to your .ARC. Choose Yes. You must cut the punches out or they will be duplicated in the .ARC file after the import. Paste the cut records from the previous file into your new file and save it. Exit Notepad/Wordpad.

The .ARC file is a repository for all punches that have been received from Data Clocks. Every time a clock transfers punches to the PC, those punches are imported to the database and copied to the .ARC file.

Select the Import utility from the Utilities menu. Select the directory where the data resides, then select the file that you just created. This will import all data that you selected.

Immediately put in place a regular rotating backup procedure (refer to Chapter 11 for recommendations.)

“I installed a new version of RealTime over an older version and the installation program added a second set of identical icons to the RealTime window.”

Highlight and delete the top/first set of icons, leaving only the bottom/second set behind. If that doesn’t work, you can delete the group file along with its icons and reinstall the RealTime software.

“I have just upgraded to a newer version of RealTime and I cannot access any data.”

It is necessary to re-select a company after upgrading in the Company Setup form. You also must Regenerate Totals in the Utilities menu.

“The data doesn’t match the pay period.”

Somehow the start date for a pay period was changed while the edit screen(s) or reports were open (most likely minimized) either by performing the Period End function or manually changing the pay period start date on the Company Setup form. Change the start date and close all reports before doing a Period End.

“Overtime calculations appear incorrect.”

Return to the Company Setup form and check the settings for Overtime and Special Rules.

“My barcodes labels print as Giant Text.”

Re-Install your barcode font. It is a True Type font named “C39P24DmTt” and is located in your RealTime program installation folder.

“My barcode labels won’t print the entire page.”

Some laser printers may only print a portion of the page. This is due to insufficient printer memory. You will have to upgrade memory to at least 1.5MB Ram.

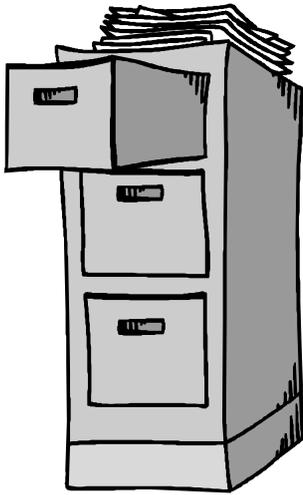
“My barcode labels drift by the bottom of the page.”

There have been noted problems with HP LaserJet II series compatible printers, in that the labels tend to drift on the bottom half of the label page. This is a bug in the HP II firmware. You will find this to be most noticeable on 1/2” labels.

18. Database File Structure

File Structure for Storage of Company Data

Each time a new company is created, the data for that company is stored in a directory that is called by the same name as the Data Clock name. Each company file is created in a separate directory underneath the \RT3 directory. A company called BUSINESS is stored as C:\RT3\BUSINESS.



All the RealTime company specific data is stored in a file that ends in the extension .MDB. So a company called BUSINESS would have a file named \BUSINESS\BUSINESS.MDB. There are actually four permanent files and one temporary file that reside in the data directory.

They are:

BUSINESS.MDB	Active Data file
BUSINESS.MDA	External Archive file
BUSINESS.ARC Data Clock	This is a permanent file of raw data coming from the
BUSINESS.LDB	This is a control file used by BUSINESS.MDB
*.TCD	Files with an extension TCD are temporary clock

downloads.

TCD files used to store Data Clock during the collection process. Once it is 10 days old, it is deleted. The file name consists of the date and the sequence number. For example, a file 07160001.TCD is the first download on July 16th.

There are several other important data files that must be backed up. These are all located in the Data Root directory, normally \RT3.

COMPANY3.MDB	This file stores the information about the location and parameters for each company and polling data.
REALTIME.LIC	This file contains the User and User Passwords.
RTCOMM.DTA	This file contains the setup information for communications.

With this file structure, backups are easy. You can simply back up the whole \RT3 directory and its sub-directories and you will have a complete image of all the data files and company setup information.

Export ASCII File Layout

RealTime 3.1 ASCII Department Summary Export - by Employee, by Department

Example:

Field #	Field Description	Type and Max length
1	Badge ID	Number (Integer Max 6 digits)
2	Name	Character (Max length 32)
3	Other ID	Character(Max 50)
4	Dept	Number (Integer Max 6 digits)
5	Pay Rate1	Currency (4 decimal places)
6	Regular Hours	Number (8 Byte floating point)
7	Overtime Hours	Number (8 Byte floating point)
8	Double Time Hours	Number (8 Byte floating point)
9	Advances	Currency (4 decimal places)
10	Tips	Currency (4 decimal places)
11	Other	Currency (4 decimal places)
12	Home Department	Number (Integer Max 6 digits)
13	Actual Dept. Description	Character (Max 50)
14	Home Dept. Description	Character (Max 50)
15	Total Dollars @ Pay Rate1	Currency (4 decimal places. Includes only dollars from hours worked)
16	Total Time (Total Time Worked)	Number (8 Byte floating point)
17	Lunch (Total Hours Lunch)	Number (8 Byte floating point)
18	Worked Dept. Tracking Description If Dept (field #4) is worked then this describes the worked Dept. Else it describes the Home Dept.	Character (Max 50)
19	Vacation Hours	Number (8 Byte floating point)
20	Sick Hours	Number (8 Byte floating point)
21	Holiday Hours	Number (8 Byte floating point)
22	Bonus Hours	Number (8 Byte floating point)
23	Personal Hours	Number (8 Byte floating point)
24	Shift Differential. Hours (8 Byte floating point)	Number (8 Byte floating point)
25	Shift Differential. Dollars	Number (8 Byte floating point)

? **Note:** This layout is also applicable to all exports in spreadsheet formats.

There are other less common export formats such as detail, employee and clock data that may be required for your own customized interface.

Major File Relationships

Listed below are descriptions of major files used in the RealTime software program and Time Clock program that may be of interest to the technically inclined. The relationship of each of these files is outlined on the next page.

RealTime software:

COMPANY3.mdb General company information

DATAFILE.mdb One company's specific punch data information and all tracking codes. If multi-company, there will be multiple .mdb files.

DATAFILE.mda Data Archive

REALTIME.lic Security information

RT3.mdb RealTime program

RT3.nuc Default data structure for all new companies

RT3.sta RealTime splash screen image

RealTime data clock:

*.tcd (07100001.tcd) Clock file in ASCII format

BADPUNCH.txt ASCII file of un-transferred data

DATAFILE.arc Archive file

MODEMS.txt All modem information and initialization strings, including ports and baud rates

TC.dta Settings for all communications programs

RTCOMM.exe Communication software execution

TCLOG.mdb Log of all communication activity

Table Editor

The table editor allows the user to inspect raw data. This has been an often requested feature for those end users who do not have Microsoft Access. This option is available from the utility switchboard. Select the table with the drop down menu and then press the table button to view the table. Note that the only data visible is the data maintained in the companies separate data file. Processed tables are only accessible using Access.



Available Table Structure

The tables that are usable for further reporting include:

Clock Data Table	Raw and edited punch clock data.
Employee Table	Employee information
Archive Table	Old Clock Data Table information
Summary Table	Processed Summary data
Totals Table	Processed Clock Data Table
WhosInT	Temporary Data from Data Clock
DeptCodes	Department Codes and Descriptions
JobCodes	Job Codes and Descriptions

It is important to understand in your report designs that the Summary Table and Totals Table are dynamic. They are erased and recreated each time reports are created from data that has been edited in RealTime. If you change data in the Clock Data Table, you must run Regenerate Totals using RealTime before relying on the calculations of the Summary or Totals Table.

19. Importing Data

Import Overview

The Importing Data option serves to bring data in from other sources and also to import data that may not have been updated from the Data Clock to the Data Clock table, and is accessed by choosing the Import Clock Data action from the Utilities category.

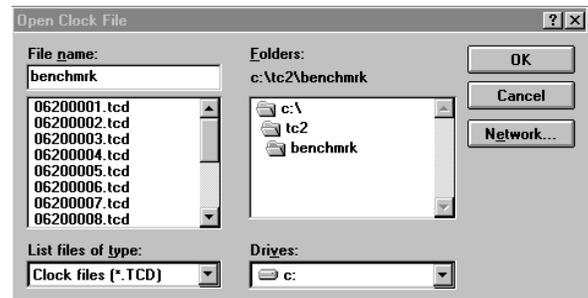
An alternate tool, Evaluate TCD, will scan the selected TCD file and display a table of all transactions in the TCD file that are not in the Clock Data Table of the database.

Import Process

If you are importing an existing Data Clock file, choose Import Clock Data from the Utilities category.

A dialog box appears prompting you to select the location of the file. If the default file is correct, press OK. Otherwise select or type the full path and name of the file.

The default file name for the company in use ends in the extension .TCD. They are numbered with the date and sequence number. TCD files are maintained for ten days and then automatically deleted.



Punch type Summary

- I** In punch
- O** Out punch
- C** Closed punch (In and Out properly connected)
- E** Edited closed punch (In and Out manually connected)
- T** Tips
- A** Advances
- X** Other deductions
- BO** Break out punch with no break return
- BI** Break return punch without a break out punch
- BC** Completed Break punch
- LO** Lunch out punch without a lunch return
- LI** Lunch return punch without lunch out punch

LC Lunch deduction punch coming from the Data Clock.

AL Automatic lunch deduction punch generated by RealTime for an employee that has been set up for AutoLunch deduct in the Employee Setup form.

Creating Import Data

If you are combining data from another source, you will have to be sure it looks like the ASCII clock file used by RealTime. The file is comprised of a 14field, quote, comma delimited record ending in a standard carriage return and line feed. The following table describes each of the fields in more detail.

Field	Description	Notes
Field 1	Clock Number	1-3 digits
Field 2	Punch Number	No limit
Field 3	Badge ID	Up to 6 digit number
Field 4	Department Number	Up to 6 digit number
Field 5	Job Number	Up to 13 digit alphanumeric
Field 6	Level 4 Prompt	Up to 13 digit number
Field 7	Level 5 Prompt	Up to 13 digit number
Field 8	Punch Type	I, O, C, E, T, A, X, etc.
Field 9	Date In	Displayed as MM/DD/YY
Field 10	Time In	24 hour HH:MM
Field 11	Date Out	Displayed as MM/DD/YY
Field 12	Time Out	24 hour HH:MM
Field 13	Tip, Advance, Other, or Count	Decimal Dollars and Cents
Field 14	Punch Class	1,2,3,4 (Not used in 2.x)

Sample Data File

The following is sample data file:

```
"101","2","1111","2222","3333","4444","5555","I","12/09/96","13:36","","","","1"  
"101","3","1111","","","","O","","","12/09/96","13:37","66.66","4"
```

The following explains the data samples:

#2 Employee 1111 from department 2222, job 3333, level 4 4444, level 5 5555 punched in on 12/09/96 at 13:36 and did not punch out. This will appear as an exceptions punch.

#3 Employee 1111 punched out at 13:37 on 12/09/96 and reported a count of 66.66.

Importing from the ASCII Archive File



If your database or company information needs to be rebuilt, data may be imported from the backup ASCII file of all the punches received. This data file has the same name as the company directory with the extension .ARC. This is a different file from the Archive data file in RealTime.

For example, if you wish to reconstruct time card data for a group of days gone by for a company file called BUSINESS, you would:

1. Delete any unwanted punches in the Edit Time Cards routine.
2. Open the Archive file in the BUSINESS directory with Windows Notepad or any other text editor. The file name is \RT3\BUSINESS\BUSINESS. If the file is too large for Notepad, select the DOS Editor or the Windows Write program. If you use the Write program, do not convert the file to Write format. When you save the data make sure you select the text format and not the native Write format or the file will not import.
3. Select the punches you wish to import.
4. Resave the file without the ARC extension, i.e., save under a new file name called BUSINESS. (no extension). You must type a period.
5. Launch RealTime.
6. Select Utilities button.
7. Select Import.
8. Select BUSINESS, then "Yes".
9. You will automatically update the time information with the saved punch information.
10. When you are prompted to delete the original clock file, select Yes, otherwise duplicate punches will occur the next time an upload occurs.

Importing Employee Data

You can import employee data from a payroll system that supports this feature. The Import function also supports the importing of ASCII data.

There are two ways to import employee data. The first way is with badge ID's. RealTime also allows the batch entry of badge ID numbers and also the entry of badge ID numbers using card readers, bar code wands or just through the keyboard.

By Badge ID

RealTime 2.0 Employee Import Specifications - ASCII data

Field No.	Field Name	Maximum Number of Characters	Valid Range
1	CardID Num	5	1 - 99999
2	"Last, First"	32	text
3	Home Dept	6	1 - 999999
4	"OtherID"	50	text
5	Lunchmin	3	0 - 8.00
6	Lunch Deduct Amount	3	0 - 8.00
7	Rate1	5	0 - \$999.00
8	Rate2	5 <i>not used in v2.0</i>	0 - \$999.00
9	Rate3	5 <i>not used in v2.0</i>	0 - \$999.00
10	"Sched No"	4	1 - 9999
11	Active	1 Default True *	0, -1
12	Seventh Day rule (Y/N)	1 <i>not used in v2.0</i>	0, -1
13	"Holiday Group Number"	15	text
14	"Default Assignment Num"	15 <i>not used in v2.0</i>	text

15	"Shift No"	2	0 - 99 or "blank"
16	Shift Dif(Y/N)	1 Default False *	0, -1
17	"Notes"	255 <i>not used in v2.0</i>	text
18	OT Rule Group	255 <i>not used in v2.0</i>	
19	User Defined 1	255	
20	User Defined 2	255	
21	User Defined 3	255	

Contact your RealTime vendor for an up-to-date listing before beginning the import process.

- * Default True: Any item added will be set to active as default.
- Default False - Any item added will be set to inactive as default

All field names in quotes are to have their data enclosed in double quotes in the ASCII transfer file. Yes/No values are 0 for No and -1 for Yes. Commas must separate each field. Rates1, Rate2 and Rate3 are currency amounts and must be a two decimal place number, i.e. \$1 = 1.00.

Examples:

```
9,"Jetson, George",123,"523-56-2134",4,.5,12.23,,,"2002",,"2222",,"23",-1,,,,,
```

```
10,"Jetson, Jane",123456,"000-99-9009",4,.5,,,,-1,-1,,,,-1,,,,,
```

Each field must be separated with a comma

Note that the Name field contains quotation marks so that the last name, first name comma does not produce an additional field. Each record has twenty-one (21) fields and is on a separate line.

You are not required to put an employee Card or ID number. If it is blank, RealTime will automatically enter the next highest number in your Employee file. If this is a new import, the starting number is 1001 for the first card number. If you use the numbers through 9999, RealTime will stop the import process.

Start Import

To start the import, press the import button. If you are using the ASCII import, the file will be based on directory information set up in the Company Setup form. You can change this information once the import begins.

Error Trapping

If you make an error in your input, you can select the rows of employee data in the Employee Setup form and press the Delete key to remove them.

Importing Department or Job Data

RealTime will quickly and easily import Department or Job data using the following Comma Delimited format:

"Code","Description"

Example:

“123”,”Department 123”

“124”,”Department 124”

Transferring Data

Data must be transferred from prior versions of RealTime when upgrading.

You may also wish to transfer data from one company to another. For example, you may consolidate two companies together or create a new company and transfer the data from the old company to the new company. (*multi-company version only*)

Before beginning any transfer, repair and compact your existing database using the Database Utilities provided with the version you wish to transfer from. To do this, select the Database Utilities icon from the RealTime window in Program Manager. Select the Repair button, accept by pressing Yes. Wait for repair process to complete, then press the Compact button and accept by pressing Yes. When complete, exit and launch RealTime.

Next, be sure that you have the correct company selected for your existing data. This is especially important if RealTime is set up with multiple company databases. Check the Company Setup before proceeding. (The current active company will be the destination company.)

To begin the transfer process, select the Data Transfer option from the Utilities menu or press the Data Transfer button in the Utilities Switchboard. You are then prompted for the version number.

4. You are prompted for the file name. Since all file naming conventions are the same in all versions of RealTime, the name of the company is based on the clock name set in the Company Setup. The directory of the company is also named the same.

? Note: Do not stop the process by turning off the computer or you will have to restore from backup.

5. When you have completed the transfer, exit RealTime and run repair and compact again before using the updated data (repeat Step 1)

Index

A

Absences	43, 61
Access	86
Accruals	37
Amount	55
ARC file	81
Archive data	88
Assignment	90
Attendance	<i>See Schedules</i>
Year End Posting	44
AutoReports	
Enabling	<i>See Options</i>

B

Backup	64
Badge ID	54
Bar code	77, 78

C

Changes	
Undo	23
Client	<i>See Company</i>
Changing	28
Clock name	83
Clock Name	26, 28
Collect Time	51
Communication	85
Company	
Changing	28
Selecting	28
Setup	25
Company Name	26
Company setup	81
Consecutive Day	<i>See Overtime</i>

D

Data clock	76
Data Collection	51
Data Directory	27
Changing	29
Specifying	29
Specifying	18
Data Root Directory	27
Specifying	18

Data Transfer	51
Date In	55
Date Out	55
Default Filters	<i>See Options</i>
Departments	35
Dept ID	56
Dollars	84, 88

E

Editing	
Undo	23
Employee	45
Adding	45, 46
Assignments	47
Deleting	48
Detail View	46
Editing	45
Importing	48
Employee Schedules	41
Exception Description	56
Exceptions	52
Export	28, 59, 84
Another RealTime	59
Employee Data	59
From Menus	59
Payroll Data	59

F

Features	14
Filters	53, 57
Employee	53
Exception	53

G

Getting Started Overview	17
---------------------------------------	----

H

Holiday	
Automating	35
Holiday Groups	36

I

Import	28, 81, 87, 89, 90
Installation	11, 18

Network.....	73
J	
Job Cost	
Enabling.....	<i>See Options</i>
Setup	35
Job ID.....	56
L	
Lunch deduction	31
M	
Maintenance	64
Match Transactions	53
Microsoft Access	73, 86
Midnight.....	31, 33
Adjusting.....	31
Minimum Hours	34
N	
Name	54
Navigation	
Form.....	21
Form Buttons.....	23
Toolbars	22
Network.....	73
New Day	31, 33
Notes Field.....	53
O	
Options	29
Application.....	30
Default Filters	32
General	29
Modules	29
Pay Types.....	32
Reports	32
Overtime	33
Consecutive Day	34
Multiple Rules.....	33
Special Day	34
P	
Parameters	57
Password	
Creating/Changing	29
Pay Types	
Enabling	<i>See Options</i>
Payroll Export	
Export File	28
Selecting.....	28
Poll Time Clock	51
Printing Reports	58
Punch Type	54

Q	
Quantity	56
R	
Record Selector	54
Report	
Parameters	32
Report Settings	57
Reports	58
Labor Distribution	58
Schedule	43
Sort Order	27
Time Cards	58
Requirements	13
S	
SCANDISK.....	81
Schedules	
Absences	43
Exceptions.....	43
Reporting	43
Rounding	43
Setup	41
Variances	43
Scheduling	
Enabling.....	<i>See Options</i>
Setup	29
Accruals	37
Company.....	25
Departments	35
Differential	38
Holidays	35
Installation	18
Job Codes	35
Reference Data	35
Schedules	41
Shifts	37
Shift Differential	38
Enabling.....	<i>See Options</i>
Shift Grouping	31
Start of Day.....	<i>See New Day</i>
Summary Data	53
T	
Table Editor.....	86
TCD files	87
Technical support.....	79
Terminal Name	26
Time Cards	58
Time Clock	
Downloading	51
Time Data	
Review and Edit.....	52
Time In	55

Time Out.....	55
Time Rounding	
Basic	27
Schedule.....	43
Transaction List.....	52
Transactions	
Adjustments	54
Editing	54
Monetary.....	54
Non-Worked	54
Work.....	54
Work Span	54
Transfer Data	59
Troubleshooting.....	81

U	
UNC Naming	27
Undo Edits	23
Updates	79
Upgrades	79
Utilities.....	81, 82, 89, 91
V	
Variances.....	43
Y	
Year End	64

Thank you for using RealTime.
