Thoroughbred® TimExpress

User Manual

THOROUGHBRED
software international, inc.

285 Davidson Ave., Suite 302 • Somerset, NJ 08873
Telephone: 732-560-1377 • Outside NJ 800-524-0430
Fax: 732-560-1594

Internet address: **http://www.tbred.com**

Published by:
Thoroughbred Software International, Inc.
285 Davidson Ave., Suite 302
Somerset, New Jersey 08873-4153

Copyright ©2009 by Thoroughbred Software International, Inc.

All rights reserved. No part of the contents of this document
may be reproduced or transmitted in any form or by any means
without the written permission of the publisher.

TimExpress is a trademark of ESMI
Document Number: STE8.70M001

The Thoroughbred logo, Swash logo, and *Solution*-IV Accounting logo, THOROUGHBRED, IDOL, OPEN WORKSHOP, and VIP VISUAL IMAGE PRESENTATION are registered trademarks of Thoroughbred Software International, Inc.

Thoroughbred *Basic*, Thoroughbred *Environment*, OPEN*workshop*, IDOL-IV, *Inquire*-IV, *Dictionary*-IV, *Script*-IV, *Report*-IV, *Query*-IV, *Source*-IV, TS Network DataServer, TS ODBC DataServer, TS ODBC R/W DataServer, TS ORACLE DataServer, VIP (*Visual Image Presentation*), VIP for *Dictionary*-IV, VIP4, GWW, *Gateway* for Windows™, TS ChartServer, TS ReportServer, TS WebServer, TbredComm, WorkStation Manager, *Solution*-IV, *Solution*-IV Reprographics, TS/Xpress, and DataSafeGuard are trademarks of Thoroughbred Software International, Inc.

MS-DOS, Xenix, Windows, Microsoft Windows 98, Windows 2000, NT, and XP are trademarks of Microsoft Corp.
IBM, IBM PC, OS/2, PS/2, and PC-DOS are trademarks of International Business Machines Corp.
DEC, OPEN VMS, and ULTRIX are trademarks of Digital Equipment Corp.
UNIX is a trademark licensed exclusively through X/Open Company
LTD.Novell is a registered trademark of Novell, Inc.
Oracle is a registered trademark of Oracle Systems Corporation
InstallShield is a registered trademark of Stirling Technologies, Inc.

Other names, products and services mentioned are the trademarks or registered trademarks of their respective vendors or organizations.

TABLE OF CONTENTS

FILE MAINTENANCE 1

Departments 1
  Add a Record 2
  Look Up 2
  Modify 3
Employee Data 4
Payment Types 5
Schedules 6
Business Parameters 8
  Grace Minutes 8
  System Parameters 8

TIME SWIPE ENTRY 11

Daily Time Reporting 11

ADDING AND EDITING TIME 13

Editing Time 13
Add Time Record 14

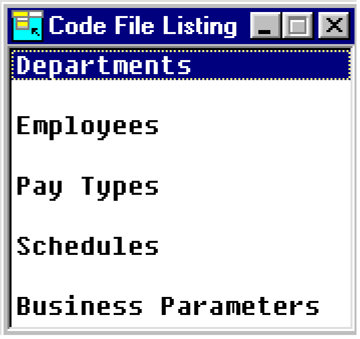
REPORTS 15

Report Menu 15
Attendance Reports 16
  Attendance Report 17
  Attendance Variations 18
  Missing Attendance 18
File Maintenance Listing Reports 19
  Department Listing Report 19
  Employee Listing Report 19
  Schedule Listing Report 20
  Security Level Listing Report 20

INDEX 21

FILE MAINTENANCE

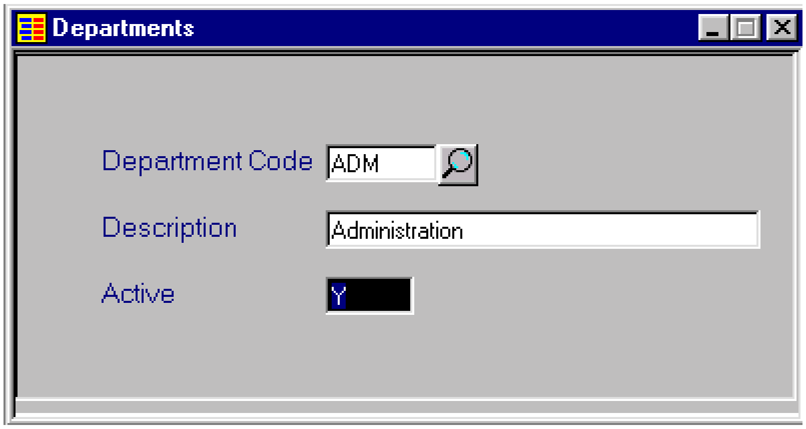
Under File Maintenance in **TimExpress** you will find all set up parameters. To use the **TimExpress** application area, you must set up employees and other basic information under File Maintenance as listed below:


Code File Listing
Departments
Employees
Pay Types
Schedules
Business Parameters

Departments

You can assign employee's time to specific departments. You can enter departments as follows:

Navigation: File Maintenance/Departments


Departments

Department Code ADM

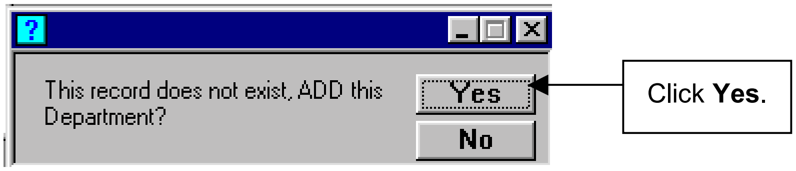
Description Administration

Active Y

Field	Comments
Department Code	Here you can enter a department code. A maximum of 5 characters can be entered, both numbers and letters. The code must be unique - you cannot use the same code twice. You can set up as many codes as you like. Use codes that are easy to remember and describe the department, for example: for Administration enter ADM.
Description	Here you can enter the name of the department or division. You can enter a maximum of 30 characters, both numbers and letters. For example, if the code is ADM, the contents of the Description field can be: Administration.
Active	Here you can specify whether the department is active or inactive as follows: • Y – Active • N - Inactive

Add a Record

To add a new department type in a new Department Code and the following message will be displayed:

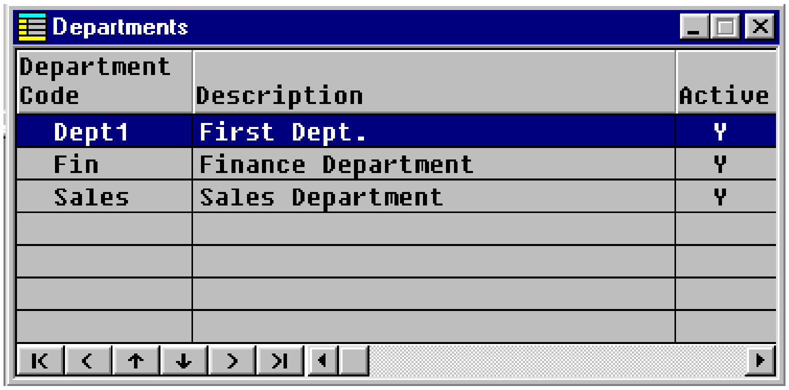


This record does not exist, ADD this Department?

Click **Yes**.

Look Up

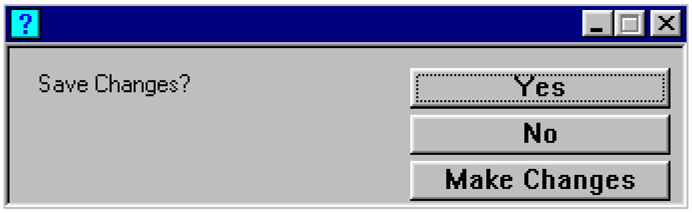
To look up the departments click on the magnifying glass icon 🔍 and the following Department Listing will be displayed:



Department Code	Description	Active
Dept1	First Dept.	Y
Fin	Finance Department	Y
Sales	Sales Department	Y

Modify

To modify a department, highlight the Department you wish to modify and left double click your mouse. When you close the window you will get the following message:


Save Changes?

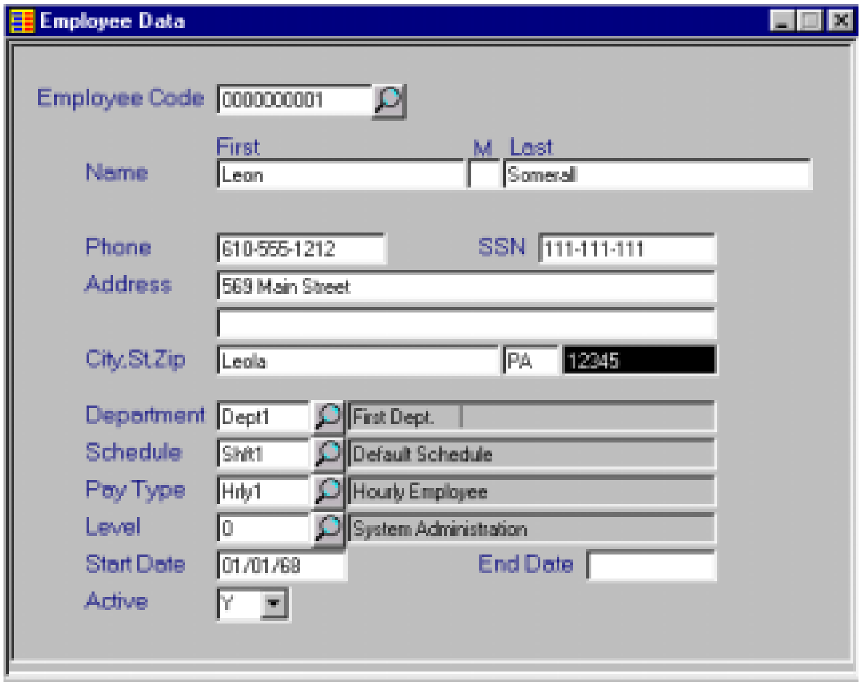
You will also get this message when you add a new record.

Button	Comments
Yes	Changes will be saved.
No	Changes will not be saved.
Make Changes	Will take you back to the department window to make more changes.

Employee Data

This section describes how to set up employee information. Employee information includes employee name, address, and other information.

Navigation: File Maintenance/Employees



Employee Code: 0000000001
Name: First: Leon M: Last: Someral
Phone: 610-555-1212
SSN: 111-111-111
Address: 569 Main Street
City,St,Zip: Leola PA 12345
Department: Dept1 First Dept.
Schedule: Shft1 Default Schedule
Pay Type: Hrly1 Hourly Employee
Level: 0 System Administration
Start Date: 01/01/68
End Date:
Active: Y

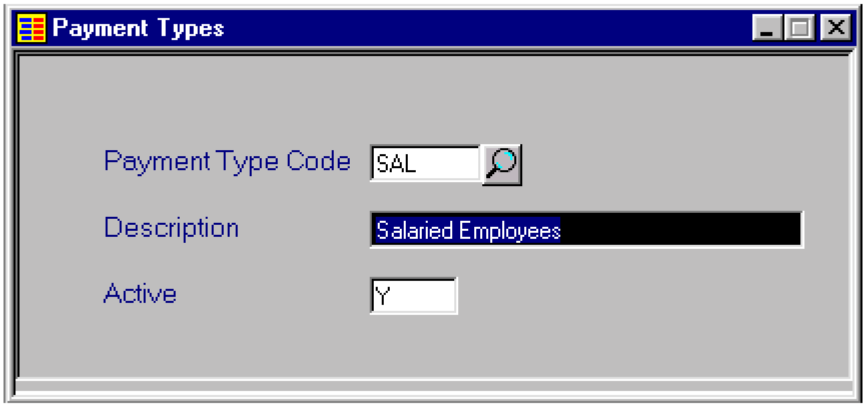
Field	Comments
Employee Code	Here you can enter a number for the employee. You can enter a maximum of 10 characters, number only.
Name, Phone, SSN, Address, City, St, Zip	Enter the appropriate information as it pertains to the employee.
Department	Here you can choose a department code to assign to the employee. To see the Department Codes in the Department table, click the 🔍 magnifying glass icon to the right of the field.
Schedule	Here you can choose a schedule to assign to the employee. To see the Schedule Codes in the Schedule table, click the 🔍 magnifying glass icon to the right of the field.

Field	Comments
Pay Type	Here you can choose a Pay Type to assign to the employee. To see the Pay Type Codes in the Pay Type table, click the 🔍 magnifying glass icon to the right of the field.
Level	Here you can choose a security level to assign to the employee. Selections are as follows: • Level 0 – System Administration • Level 1 – Payroll Setup • Level 2 Managerial Level • Level 3 • Level 4 • Level 5 – Standard Employee • Level 9 – No System Use Allowed
Start Date/End Date	Here you can enter the date on which the employee became inactive, due to disability or maternity leave, for example.
Active	Here you can specify whether the employee is active or inactive as follows: • Y – Active • N - Inactive

Payment Types

This section describes how to set up Payment Types. Payment Types can be defined as per your business needs.

Navigation: File Maintenance/Payment Types



Payment Type Code SAL

Description Salaried Employees

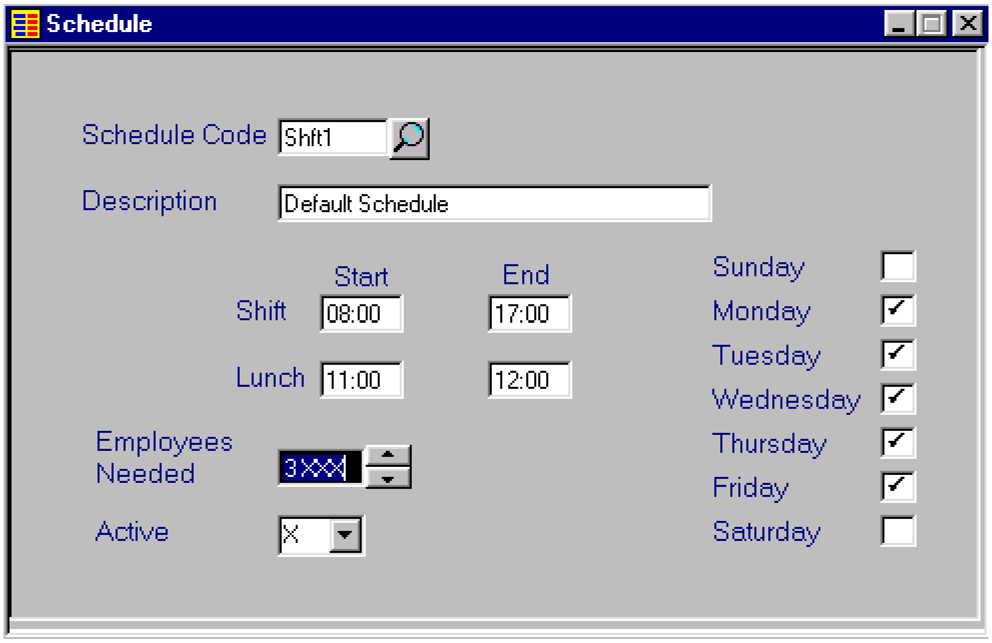
Active Y

Field	Comments
Payment Type Code	Here you can enter a Payment Type Code. You can enter a maximum of 5 characters, both numbers and letters. The code must be unique - you cannot have the same code twice. You can set up as many codes as you like. Use codes that are easy to remember and describe the Payment Type, for example: for Salaried enter SAL.
Description	Here you can enter the name of the Payment Type. You can enter a maximum of 30 characters, both numbers and letters. For example, if the code is SAL, the contents of the Description field can be: Salaried Employees.
Active	Here you can specify whether the Payment Type is active or inactive as follows: • Y – Active • N – Inactive

Schedules

This section describes how to set up Schedules. Schedules can be defined as per your business needs.

Navigation: File Maintenance/Schedules



Schedule Code: Shft1

Description: Default Schedule

	Start	End
Shift	08:00	17:00
Lunch	11:00	12:00

Employees Needed: 3XXX

Active: X

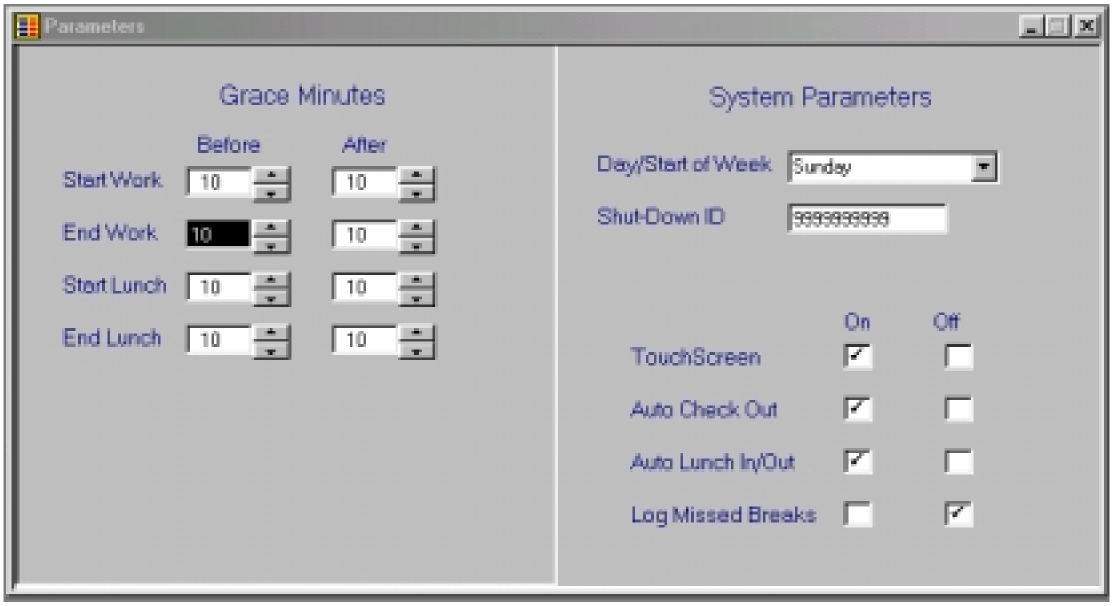
☐ Sunday
☑ Monday
☑ Tuesday
☑ Wednesday
☑ Thursday
☑ Friday
☐ Saturday

Field	9Comments
Schedule Code	Here you can enter a Schedule Code. You can enter a maximum of 5 characters, both numbers and letters. The code must be unique - you cannot have the same code twice. You can set up as many codes as you like. Use codes that are easy to remember and describe the Schedule Type, for example: for Shift 1 enter SHFT1.
Description	Here you can enter the name of the Schedule Type. You can enter a maximum of 30 characters, both numbers and letters.
Start/End Time For Shift and Lunch	Here you can enter the starting and ending time of the schedule for the shift and for lunch break.
Employees Needed	N/A – For future use with Scheduling Module.
Days of the Week	Here you can specify which days of the week employees' work for the schedule. A ☑ checkmark in the box designates that employees assigned to the shift are required to work that day.
Active	Here you can specify whether the Payment Type is active or inactive as follows: • Y – Active • N - Inactive

Business Parameters

This section describes how you can enter general setup information.

Navigation: File Maintenance/Business Parameters



	Before	After
Start Work	10	10
End Work	10	10
Start Lunch	10	10
End Lunch	10	10

Day/Start of Week: Sunday

Shut-Down ID: 9999999999

	On	Off
TouchScreen	☑	☐
Auto Check Out	☑	☐
Auto Lunch In/Out	☑	☐
Log Missed Breaks	☐	☑

Grace Minutes

Field	**Comments**
Before and After Grace Minutes	Here you can set up different grace periods for each punch type. For example if when an employee punches in for work at 8:09 and you don't want to dock their pay you can set up 10 grace minutes and the system will roll back their time to 8:00.

System Parameters

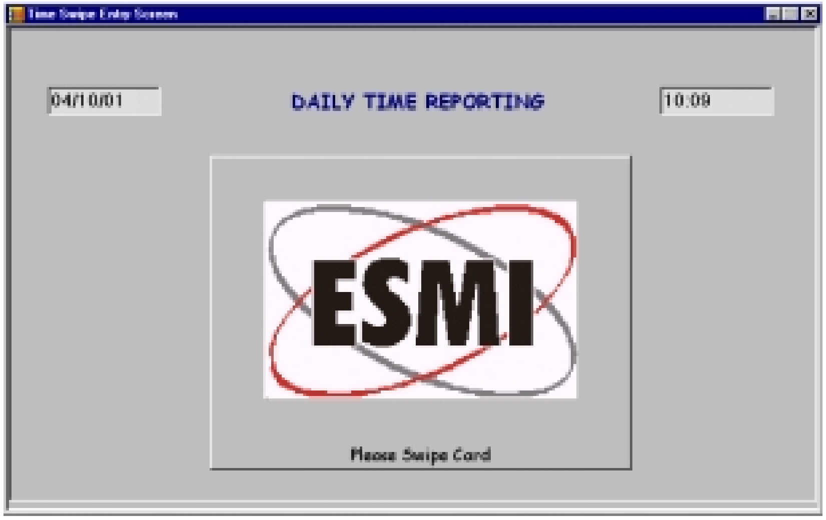
Field	**Comments**
Day/Start of Week	Here you enter the workweek start date.
Shut-Down ID	Required to shut down the Touch Screen.
Payroll Interface	If you are interfacing to a payroll system check this box on.
Touch Screen	Here you can turn on the Touch Screen functionality if you are using it.
Auto Check Out	Here you can turn on functionality to have TimExpress automatically check employees out at the end of workday, if you only want employees to punch in.

Field	Comments
Auto Lunch In/Out	Here you can turn on functionality to have TimExpress automatically check in and out for lunch breaks.
Log Missed Breaks	Here you can turn on functionality to have the system log missed breaks.

TIME SWIPE ENTRY

Employees can check in/out a variety of ways with TimExpress. They are as follows:

1. Touch Screen
2. Keyboard
3. Mouse
4. Keypad



04/10/01

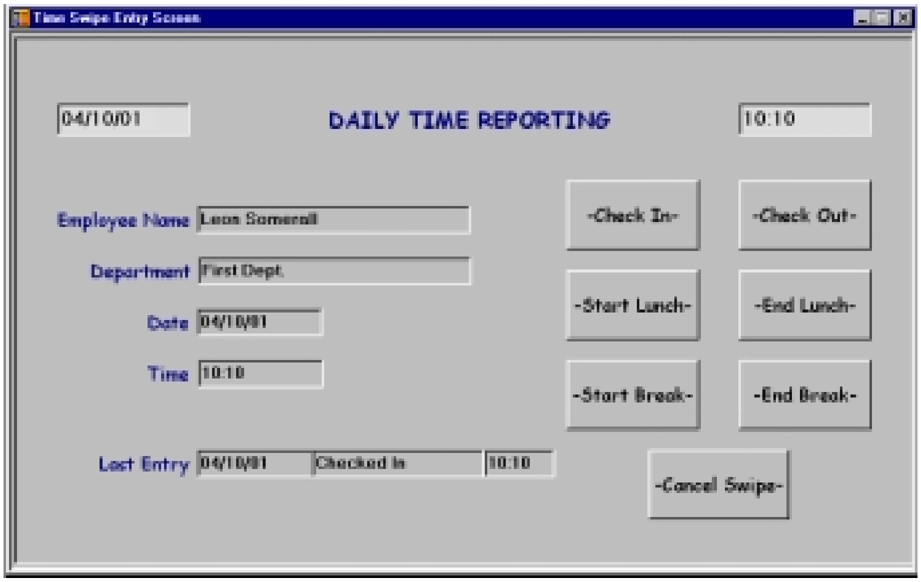
DAILY TIME REPORTING

10:09

Please Swipe Card

Daily Time Reporting

When employees swipe in, the following menu will appear:


Time Swipe Entry Screen
-Check In-
-Check Out-
-Start Lunch-
-End Lunch-
-Start Break-
-End Break-
-Cancel Swipe-

04/10/01 DAILY TIME REPORTING 10:10

Employee Name: Leon Somerall

Department: First Dept.

Date: 04/10/01

Time: 10:10

Last Entry: 04/10/01 Checked In 10:10

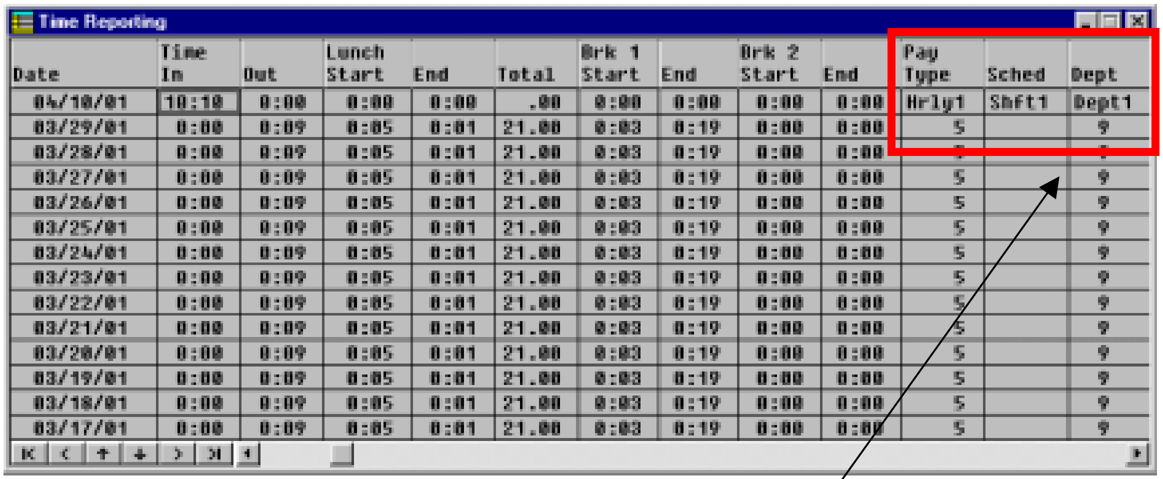
Field	Comments
Employee Name and Department	This information will default in from the employee master record.
Date and Time	The computer system date and time will default in.
Last Entry	The last time entry will always be displayed in these fields.
Check In/Out Start/End Lunch Start/End Break	The employee touches the appropriate button and the system creates a time entry.
Cancel Swipe	If the employee clicked on the incorrect icon they can cancel their swipe.

ADDING AND EDITING TIME

TimExpress allows you to edit employee time quickly and easily for situations like adding missed, vacation, and sick days or punches or changing time because an employee punched in late even though they were at work.

Editing Time

Navigation: File Maintenance/Employees/Time Clock icon



Date	Time In	Out	Lunch Start	End	Total	Brk 1 Start	End	Brk 2 Start	End	Pay Type	Sched	Dept
04/10/01	10:10	0:00	0:00	0:00	.00	0:00	0:00	0:00	0:00	Hrly1	Shft1	Dept1
03/29/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/28/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/27/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/26/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/25/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/24/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/23/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/22/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/21/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/20/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/19/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/18/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9
03/17/01	0:00	0:09	0:05	0:01	21.00	0:03	0:19	0:00	0:00	5		9

To edit time follow the following steps:

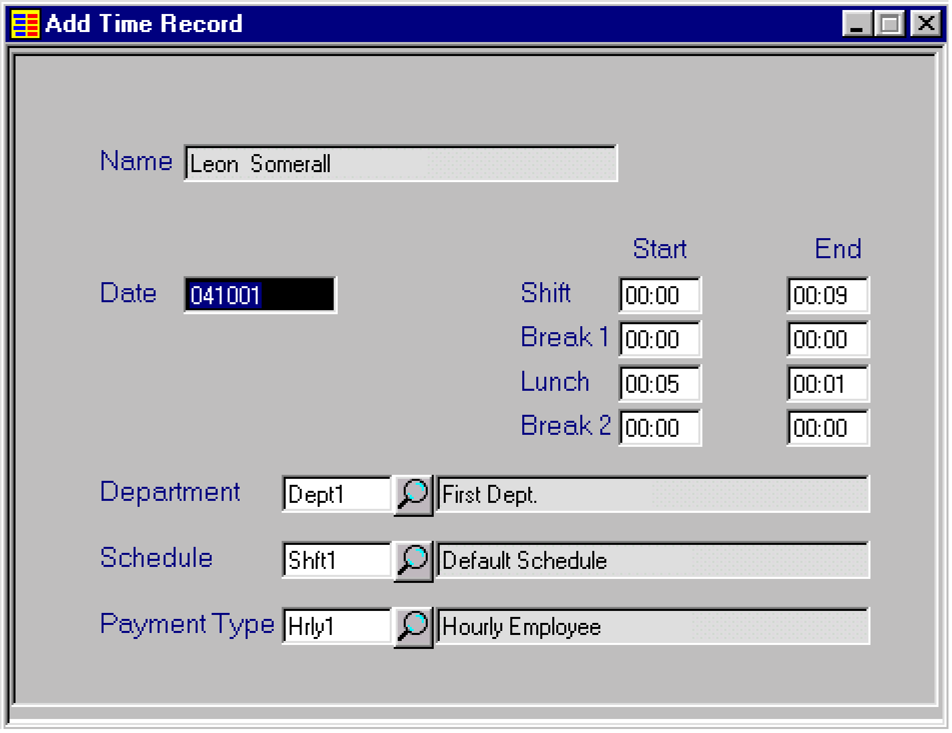
1. Click your mouse on the field in which you wish to edit
2. Type in the correct time
3. Select **Enter** and the time will be updated.

Note:
You can also **override default departments, schedules, and payment types on this screen**. For example you have an employee that you loan to another department for the day and you want their time to be charged to the other department. A history file is stored on each punch and is available to maintain audit trail of original entries

Add Time Record

If you need to enter a new record for an employee you can do it in the Add Time Record Window.

Navigation: File Maintenance/Employees/Time Clock icon /Time Clock icon



Name: Leon Somerall

Date: 041001

	Start	End
Shift	00:00	00:09
Break 1	00:00	00:00
Lunch	00:05	00:01
Break 2	00:00	00:00

Department: Dept1 First Dept.

Schedule: Shft1 Default Schedule

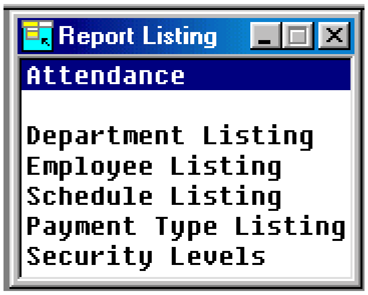
Payment Type: Hrly1 Hourly Employee

Field	Comments
Employee Name	Defaults in.
Date	Defaults in today's date, can be modified.
Department, Schedule, and Payment Type	Defaults in.
Start/End Times for Shift, Breaks and Lunch	Defaults in from Schedule, however these fields can be modified.

REPORTS

Report Menu

The following reports can be printed from **TimExpress:**

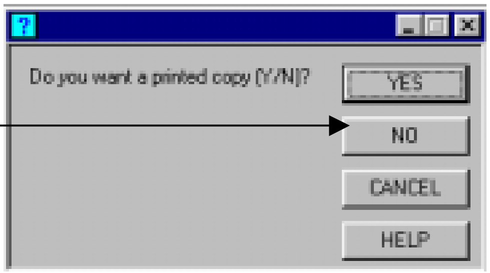


Report Listing

Attendance

Department Listing
Employee Listing
Schedule Listing
Payment Type Listing
Security Levels

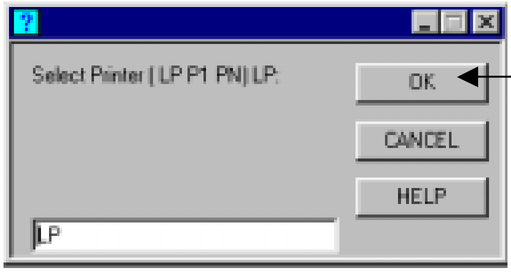
When printing reports in **TimExpress** you have the option to view on the screen or print:



Do you want a printed copy (Y/N)?

Select **No** to Print to Screen

When sending to the printer the following window is displayed, so you can select a printer:



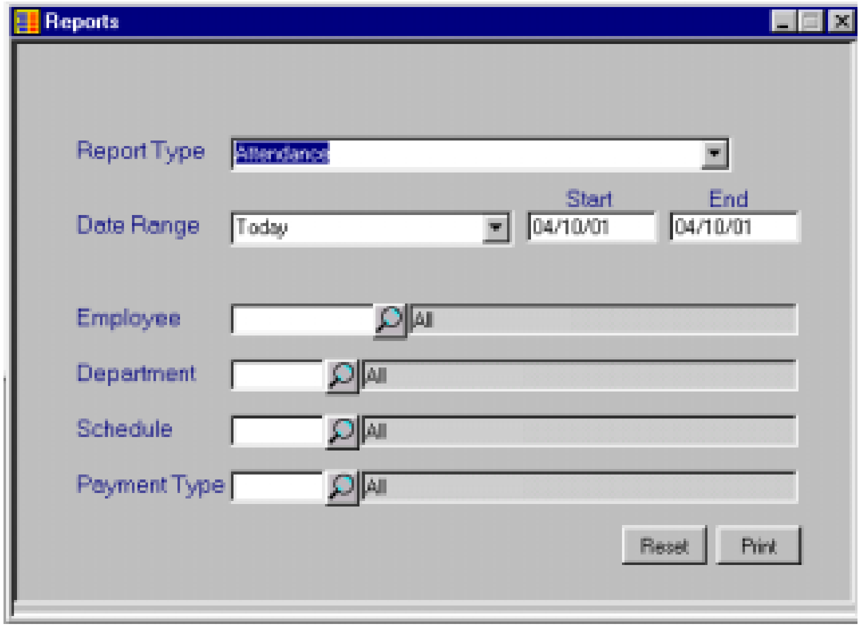
Select Printer (LP P1 PN) LP:

LP

Select **Printer** and Click **OK**.

Attendance Reports

Navigation: Reports/Attendance



Report Type: Attendance

Date Range: Today

Start: 04/10/01

End: 04/10/01

Employee: All

Department: All

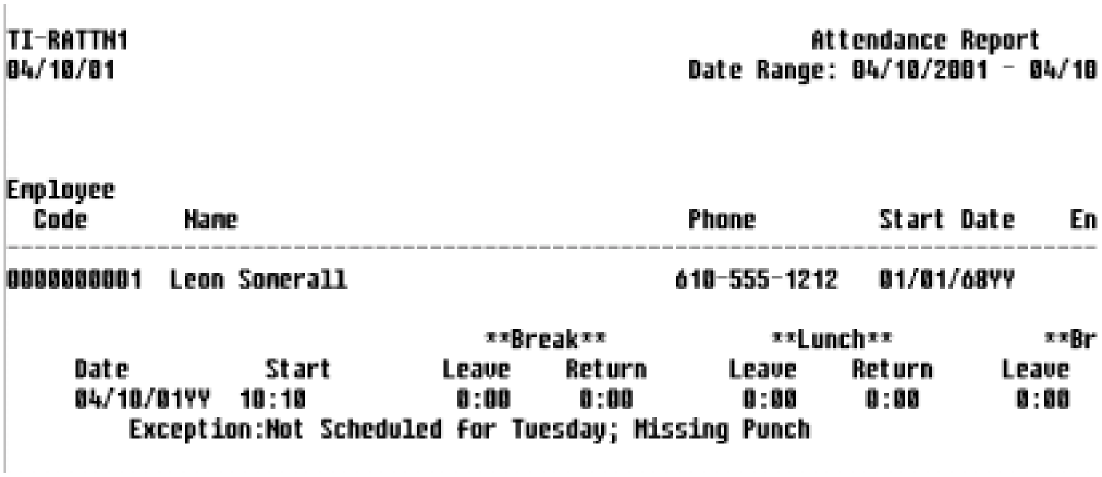
Schedule: All

Payment Type: All

Field	Comments
Report Type	Here you can select the following report types by using the drop down arrow: • Attendance • Variations • Absent
Date Range	Here you can select the following Date Range you want for your report: • Today • Yesterday • This Week • Last Week • This Month • Last Month • Custom - enter specific Start and End Dates

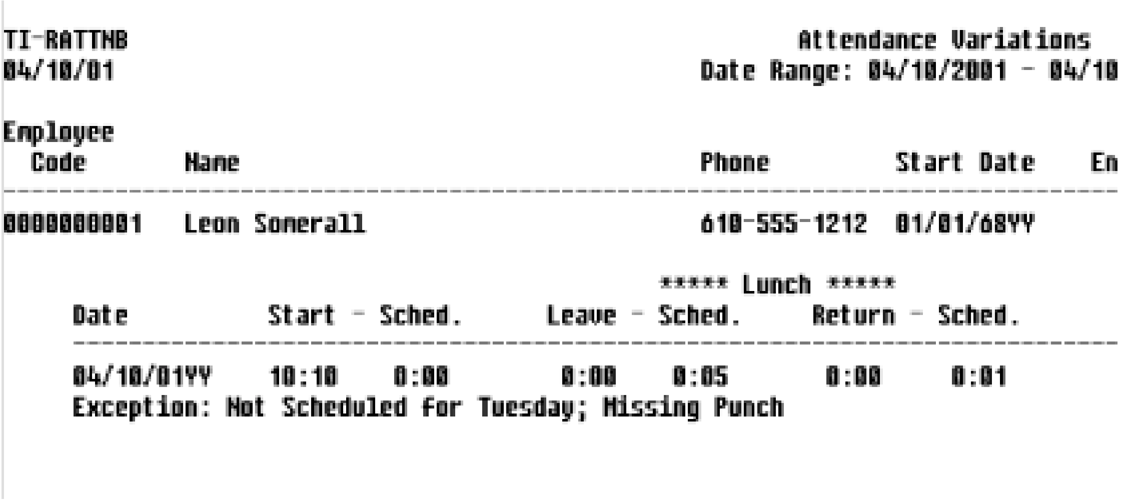
Field	Comments
Employee	Here you can enter an employee number for a specific employee you want to print the report for. To see an employee list, click the 🔍 magnifying glass icon to the right of the field. The system default is All to print the report for all employees.
Department	Here you can enter department for a specific department you want to print the report for. To see a department list, click the 🔍 magnifying glass icon to the right of the field. The system default is All to print the report for all departments.
Schedule	Here you can enter schedule for a specific schedule you want to print the report for. To see a schedule list, click the 🔍 magnifying glass icon to the right of the field. The system default is All to print the report for all schedules.
Payment Type	Here you can enter payment type for a payment type you want to print the report for. To see a payment type list, click the 🔍 magnifying glass icon to the right of the field. The system default is All to print the report for all payment types.

Attendance Report



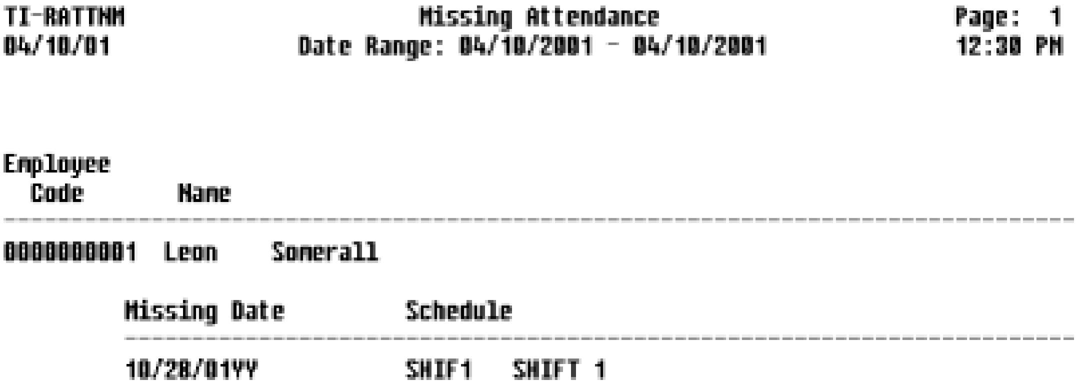
```
TI-RATTM1                                                  Attendance Report
04/10/01                                          Date Range: 04/10/2001 - 04/10


Employee
  Code       Name                                 Phone         Start Date    En
--------------------------------------------------------------------------------
0000000001  Leon Somerall                        610-555-1212   01/01/68YY

                                   **Break**            **Lunch**           **Br
     Date          Start        Leave    Return      Leave    Return     Leave
     04/10/01YY  10:10           0:00     0:00        0:00     0:00       0:00
         Exception:Not Scheduled for Tuesday; Missing Punch
```

Attendance Variations



```
TI-RATTNB                                             Attendance Variations
04/10/01                                      Date Range: 04/10/2001 - 04/10

Employee
  Code      Name                                      Phone         Start Date    En
------------------------------------------------------------------------------------
0000000001   Leon Somerall                            610-555-1212  01/01/68YY

                                                   ***** Lunch *****
     Date          Start - Sched.      Leave - Sched.     Return - Sched.
     -------------------------------------------------------------------------------
     04/10/01YY     10:10    0:00        0:00    0:05       0:00     0:01
     Exception: Not Scheduled for Tuesday; Missing Punch
```

Missing Attendance

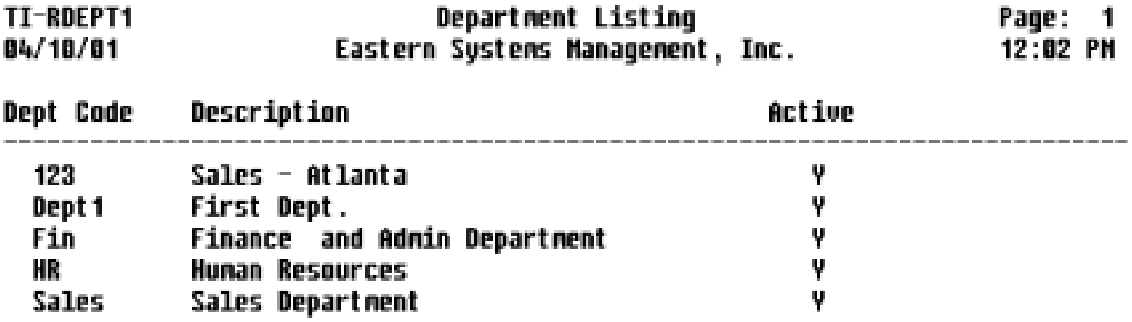


```
TI-RATTNM                    Missing Attendance                     Page:  1
04/10/01              Date Range: 04/10/2001 - 04/10/2001           12:30 PM


Employee
  Code      Name
-------------------------------------------------------------------------------
0000000001  Leon    Somerall

         Missing Date        Schedule
         ----------------------------------------------------------------------
         10/28/01YY          SHIF1   SHIFT 1
```

File Maintenance Listing Reports

Department Listing Report

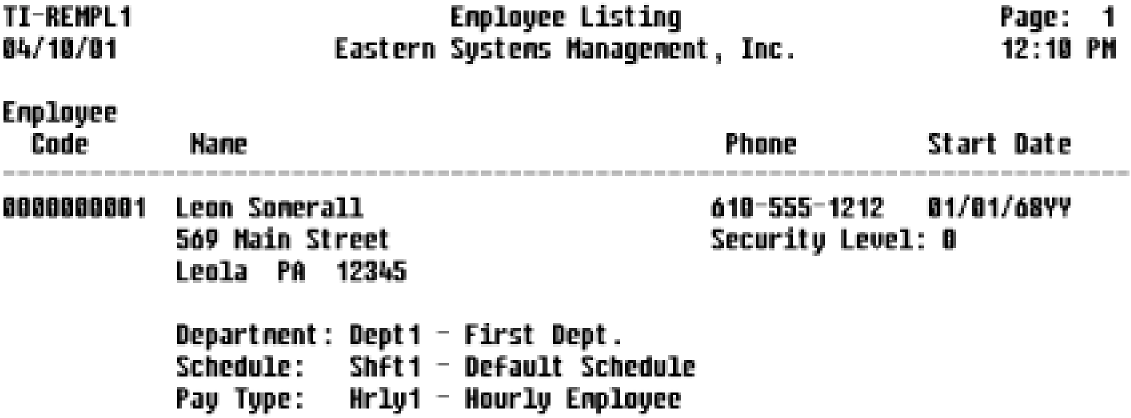
Navigation: Reports/Department Listing



```
TI-RDEPT1                      Department Listing                      Page:  1
04/10/01                 Eastern Systems Management, Inc.              12:02 PM

Dept Code    Description                                 Active
------------------------------------------------------------------------------
  123        Sales - Atlanta                                Y
  Dept1      First Dept.                                    Y
  Fin        Finance  and Admin Department                  Y
  HR         Human Resources                                Y
  Sales      Sales Department                               Y
```

Employee Listing Report

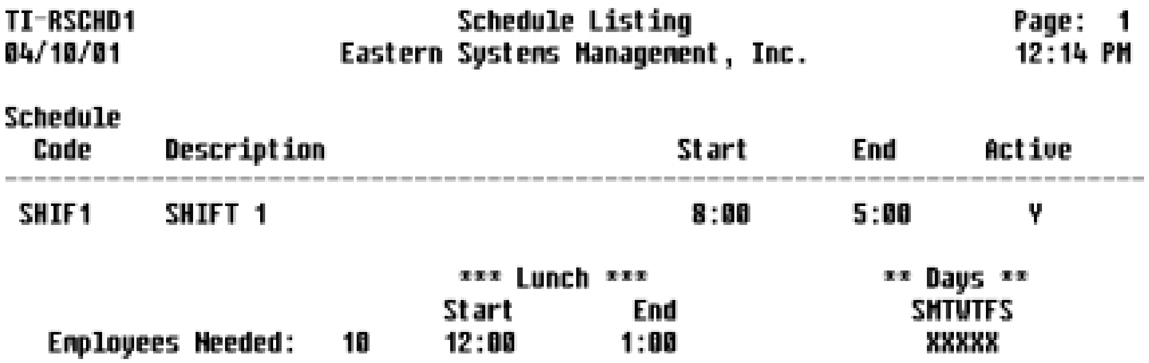
Navigation: Reports/Employee Listing



```
TI-REMPL1                      Employee Listing                        Page:  1
04/10/01                 Eastern Systems Management, Inc.              12:10 PM

Employee
  Code       Name                                  Phone         Start Date
------------------------------------------------------------------------------
0000000001  Leon Somerall                         610-555-1212   01/01/68YY
            569 Main Street                       Security Level: 0
            Leola  PA  12345

            Department: Dept1 - First Dept.
            Schedule:   Shft1 - Default Schedule
            Pay Type:   Hrly1 - Hourly Employee
```

Schedule Listing Report

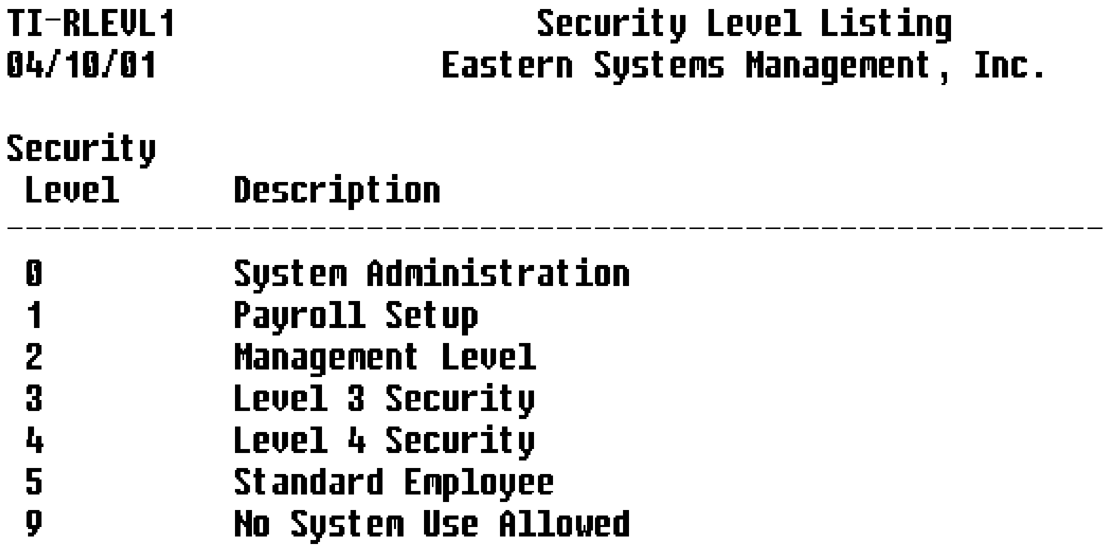
Navigation: Reports/Schedule Listing



```
TI-RSCHD1                    Schedule Listing                        Page:  1
04/10/01              Eastern Systems Management, Inc.               12:14 PM

Schedule
  Code     Description                           Start      End      Active
------------------------------------------------------------------------------

 SHIF1     SHIFT 1                                8:00      5:00        Y

                                  *** Lunch ***                ** Days **
                                Start        End                SMTWTFS
   Employees Needed:    10      12:00        1:00                XXXXX
```

Security Level Listing Report

Navigation: Reports/Security Levels



```
TI-RLEVL1                  Security Level Listing
04/10/01              Eastern Systems Management, Inc.

Security
 Level      Description
-----------------------------------------------------------

 0          System Administration
 1          Payroll Setup
 2          Management Level
 3          Level 3 Security
 4          Level 4 Security
 5          Standard Employee
 9          No System Use Allowed
```

INDEX

A

- add time, 13, 14
- attendance
  - report example, 17
  - reports, 16
  - variations report, 18

B

- business parameters, 7

C

- code
  - department, 2
  - employee, 4
  - file listing, 1
  - payment type, 5
  - schedule, 6

D

- daily time reporting, 11
- department
  - code, 2
  - listing report, 19
- departments, 1, 4

E

- edit time, 13
- employee
  - code, 4
  - data, 4
  - listing report, 19
- employees, 4
- enter time swipe, 11
- example
  - attendance report, 17
  - attendance variations, 18
  - department listing, 19
  - employee listing report, 19
  - missing attendance, 18
  - schedule listing, 19
  - security level listing, 20

F

- file maintenance, 1
  - business parameters, 7
  - departments, 1
  - employees, 4
  - payment type, 5
  - schedules, 6

G

- grace, 7

K

- keyboard, 11
- keypad, 11

L

- listing
  - code file, 1
  - reports, 15

M

- maintenance-file, 1
- missing attendance report, 18
- mouse, 11

P

- parameters
  - business, 7
  - system, 7
- payment type, 5
- payroll, 7

R

- reports, 15
  - attendance, 16
  - department listing, 19
  - employee listing, 19
  - schedule listing, 19
  - security level listing, 20

S

- schedule
  - code, 6
  - listing report, 19
- schedules, 4, 6
- security level listing report, 20
- system parameters, 7

T

- time
  - add and edit, 13
  - add record, 14
  - edit, 13
  - reporting daily, 11
  - swipe entry, 11
- touch screen, 7, 11

USA: Corporate Headquarters
Thoroughbred Software International, Inc.

USA
Inside New Jersey Tel: (732) 560-1377
Outside New Jersey Tel: (800) 524-0430
Fax: (732) 560-1594
Internet: http://www.tbred.com
e-mail: tbred@tbred.com
sales@tbred.com
support@tbred.com