

Thoroughbred[®] TimExpress User Manual



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FILE MAINTENANCE

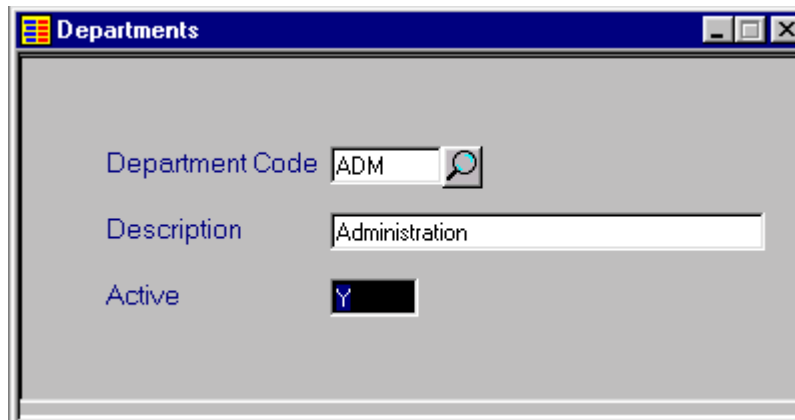
Under File Maintenance in **TimExpress** you will find all set up parameters. To use the **TimExpress** application area, you must set up employees and other basic information under File Maintenance as listed below:



Departments

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

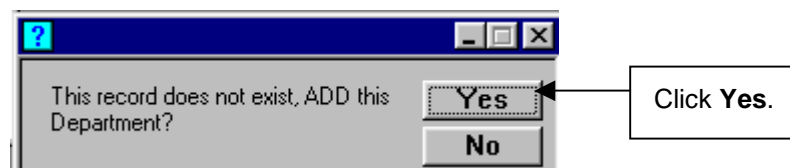
Navigation: File Maintenance/Departments

A screenshot of a Windows-style window titled "Departments". The window contains a form with three fields: "Department Code" with the value "ADM" and a magnifying glass icon; "Description" with the value "Administration"; and "Active" with a dropdown menu showing "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: <ul style="list-style-type: none"> • 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:



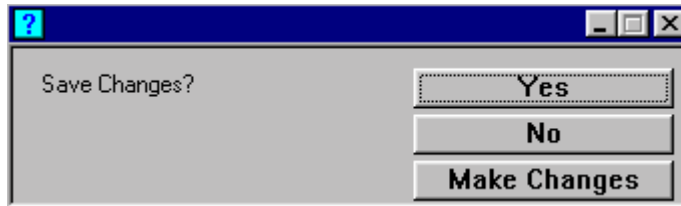
Look Up

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

Departments		
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:



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 Data

Employee Code 000000001

Name First Leon Last Somersall

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

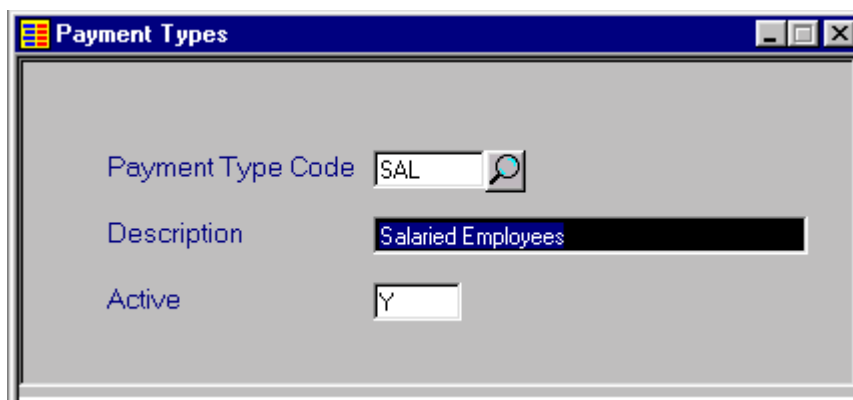
Field	Comments
Employee Code	Here you can enter a number for the employee. You can enter a maximum of 10 characters, number only.
Name, Phone, SSN, Address, City, St, Zip	Enter the appropriate information as it pertains to the employee.
Department	Here you can choose a department code to assign to the 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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



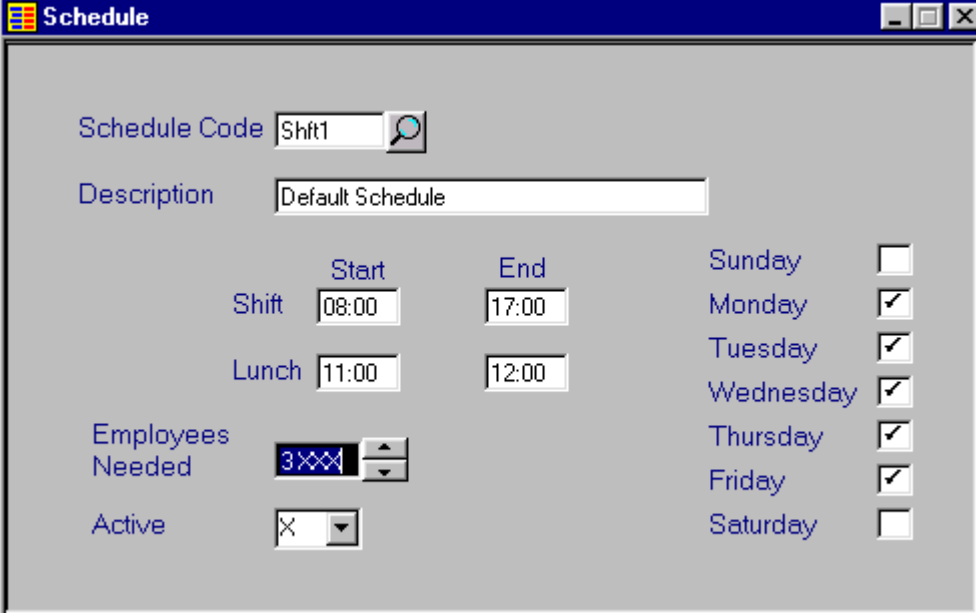
The screenshot shows a window titled "Payment Types" with a blue title bar. Inside the window, there are three labeled fields: "Payment Type Code" with a text box containing "SAL" and a magnifying glass icon to its right; "Description" with a text box containing "Salaried Employees"; and "Active" with a text box containing "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: <ul style="list-style-type: none"> • 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

Schedule Code 

Description

	Start	End	Sunday	<input type="checkbox"/>
Shift	<input type="text" value="08:00"/>	<input type="text" value="17:00"/>	Monday	<input checked="" type="checkbox"/>
			Tuesday	<input checked="" type="checkbox"/>
Lunch	<input type="text" value="11:00"/>	<input type="text" value="12:00"/>	Wednesday	<input checked="" type="checkbox"/>
			Thursday	<input checked="" type="checkbox"/>
Employees Needed	<input type="text" value="3"/>  		Friday	<input checked="" type="checkbox"/>
Active	<input type="text" value="X"/> 		Saturday	<input type="checkbox"/>

Field	Comments
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 <input checked="" type="checkbox"/> 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: <ul style="list-style-type: none"> • Y – Active • N - Inactive

Business Parameters

This section describes how you can enter general setup information.

Navigation: File Maintenance/Business Parameters

The screenshot shows a window titled "Parameters" with two main sections:

- Grace Minutes:** This section contains two columns of spinners labeled "Before" and "After".
 - Start Work: Both spinners are set to 10.
 - End Work: Both spinners are set to 10.
 - Start Lunch: Both spinners are set to 10.
 - End Lunch: Both spinners are set to 10.
- System Parameters:** This section contains:
 - A dropdown menu for "Day/Start of Week" set to "Sunday".
 - A text field for "Shut-Down ID" containing "999999999".
 - Four checkboxes with "On" and "Off" columns:
 - TouchScreen: On (checked), Off (unchecked).
 - Auto Check Out: On (checked), Off (unchecked).
 - Auto Lunch In/Out: On (checked), Off (unchecked).
 - Log Missed Breaks: On (unchecked), Off (checked).

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



Daily Time Reporting

When employees swipe in, the following menu will appear:

The screenshot shows a software window titled "Time Swipe Entry Screen". Inside, the title "DAILY TIME REPORTING" is centered. At the top left is a date field "04/10/01" and at the top right is a time field "10:10". Below these are input fields for "Employee Name" (containing "Leon Somersall"), "Department" (containing "First Dept."), "Date" (containing "04/10/01"), and "Time" (containing "10:10"). At the bottom left is a "Last Entry" section with fields for "04/10/01", "Checked in", and "10:10". On the right side, there are six buttons arranged in a 3x2 grid: "-Check In-", "-Check Out-", "-Start Lunch-", "-End Lunch-", "-Start Break-", and "-End Break-". At the bottom right is a button labeled "-Cancel Swipe-".

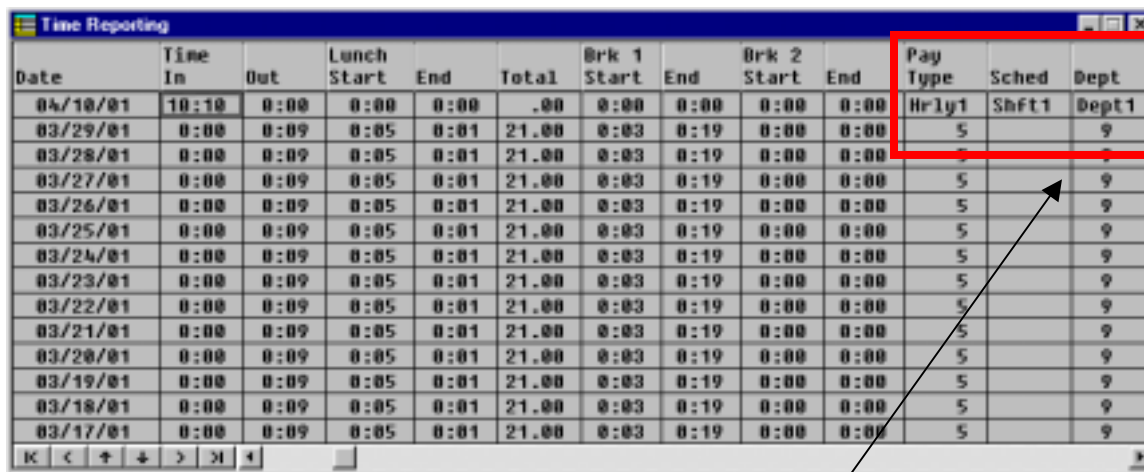
Field	Comments
Employee Name and Department	This information will default in from the employee master record.
Date and Time	The computer system date and time will default in.
Last Entry	The last time entry will always be displayed in these fields.
Check In/Out Start/End Lunch Start/End Break	The employee 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.

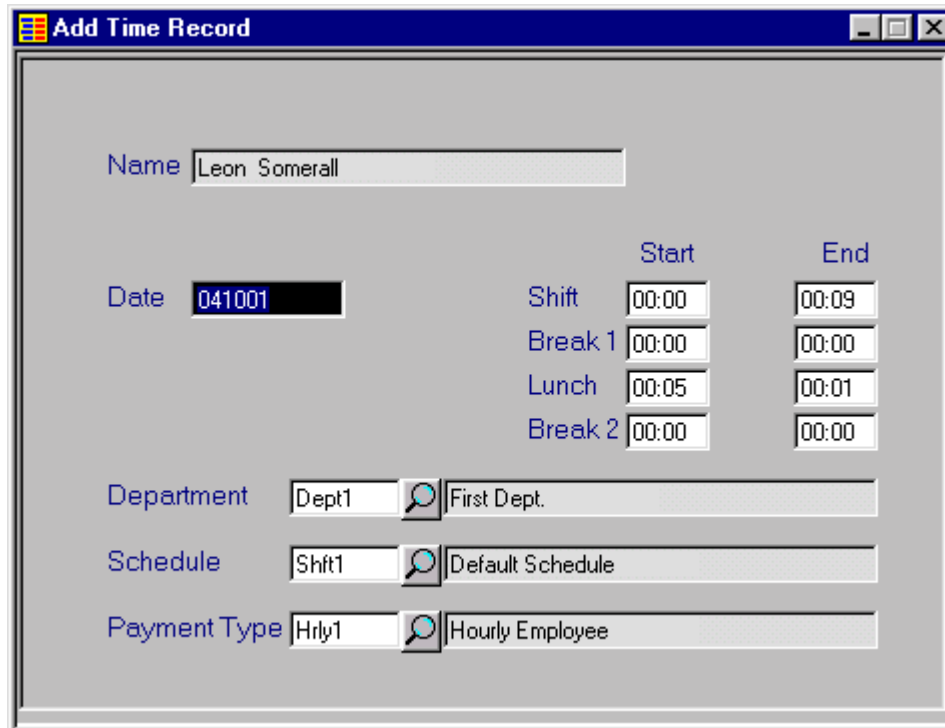
Note:

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 

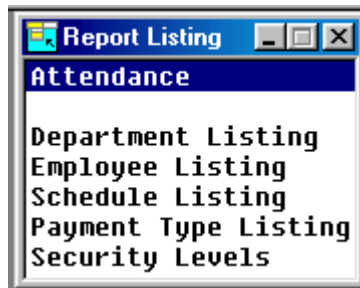


Field	Comments
Employee Name	Defaults in.
Date	Defaults in today's date, can be modified.
Department, Schedule, and Payment Type	Defaults in.
Start/End Times for Shift, Breaks and Lunch	Defaults in from Schedule, however these fields can be modified.

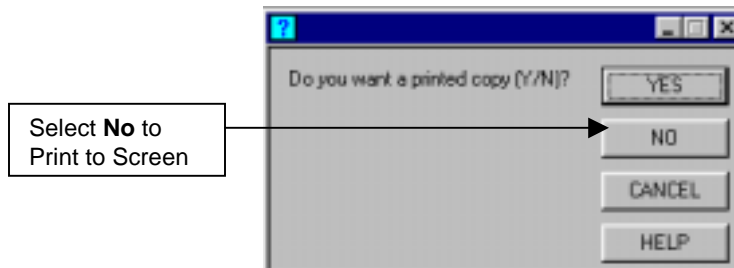
REPORTS

Report Menu

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



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



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







Attendance Reports

Navigation: Reports/Attendance

The screenshot shows a window titled "Reports" with a grey background. It contains several input fields and buttons. At the top, there is a "Report Type" dropdown menu with "Attendance" selected. Below it is a "Date Range" section with a dropdown menu showing "Today", and two date input fields labeled "Start" and "End", both containing "04/10/01". Further down are four search fields labeled "Employee", "Department", "Schedule", and "Payment Type", each with a magnifying glass icon and a dropdown menu showing "All". At the bottom right, there are two buttons labeled "Reset" and "Print".

Field	Comments
Report Type	Here you can select the following report types by using the drop down arrow: <ul style="list-style-type: none">• Attendance• Variations• Absent
Date Range	Here you can select the following Date Range you want for your report: <ul style="list-style-type: none">• 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-RATTH1
04/10/01

Attendance Report
Date Range: 04/10/2001 - 04/10

Employee
Code      Name      Phone      Start Date  En
-----
0000000001 Leon Sonerall  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-RATTMB 04/10/01		Attendance Variations Date Range: 04/10/2001 - 04/10				
Employee Code	Name	Phone		Start Date		En
0000000001	Leon Sonerall	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-RATTMB 04/10/01		Missing Attendance Date Range: 04/10/2001 - 04/10/2001		Page: 1 12:30 PM
Employee Code	Name			
0000000001	Leon Sonerall			
Missing Date		Schedule		
10/28/01YY		SHIF1 SHIFT 1		

File Maintenance Listing Reports

Department Listing Report

Navigation: Reports/Department Listing

TI-RDEPT1 04/10/01	Department Listing Eastern Systems Management, Inc.	Page: 1 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 04/10/01	Employee Listing Eastern Systems Management, Inc.	Page: 1 12:10 PM	
Employee Code	Name	Phone	Start Date
0000000001	Leon Somerall 569 Main Street Leola PA 12345	610-555-1212 Security Level: 0	01/01/68YY
	Department: Dept1 - First Dept. Schedule: Shft1 - Default Schedule Pay Type: Hrly1 - Hourly Employee		

Schedule Listing Report

Navigation: Reports/Schedule Listing

TI-RSCHD1
04/10/01

Schedule Listing
Eastern Systems Management, Inc.

Page: 1
12:14 PM

Schedule Code	Description	Start	End	Active
SHIF1	SHIFT 1	8:00	5:00	Y
*** Lunch ***				
Employees Needed: 10		Start 12:00	End 1:00	** Days ** SMTWTFS XXXXX

Security Level Listing Report

[Navigation:](#) Reports/Security Levels

TI-RLEVL1
04/10/01

Security Level Listing
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

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