



Attendance Enterprise Customer Survey

Date: _____

Company:			
Company Name: _____			
Contact Name: _____		Phone No. () _____	
Address: _____	City: _____	State: _____	Zip: _____
<input type="checkbox"/> Express	<input type="checkbox"/> Desktop	<input type="checkbox"/> Small Business Edition	<input type="checkbox"/> Professional <input type="checkbox"/> Enterprise
User Licenses: _____		Employee Capacity _____	

Security Key:	
<input type="checkbox"/> USB (Default)	<input type="checkbox"/> Parallel Key <input type="checkbox"/> Soft License (Professional or Enterprise Editions Only)
Customer must sign license disclaimer for Soft License.	

Web Services:	
Employee Self Service: <input type="checkbox"/> Yes <input type="checkbox"/> No	Browser Based Editing: <input type="checkbox"/> Yes <input type="checkbox"/> No

Type of Clocks:	
<input type="checkbox"/> IT900 ____ Clocks	<input type="checkbox"/> IT850 ____ Clocks <input type="checkbox"/> IT2100 ____ Clocks
<input type="checkbox"/> HP1000 ____ Clocks	<input type="checkbox"/> HP2000 ____ Clocks <input type="checkbox"/> HP3000 ____ Clocks <input type="checkbox"/> HP4000 ____ Clocks
<input type="checkbox"/> IDpunch 3 ____ Clocks	<input type="checkbox"/> IDpunch 5 ____ Clocks

Reader:			
<input type="checkbox"/> Bar Code	<input type="checkbox"/> Mag. Stripe	<input type="checkbox"/> Proximity Badge	<input type="checkbox"/> PIN

Communications:			
<input type="checkbox"/> Direct Connect	<input type="checkbox"/> Modem	<input type="checkbox"/> Ethernet	<input type="checkbox"/> Master Adapter

WORKGROUPS:		
WG1 NAME: _____	WG2 NAME: _____	WG3 NAME: _____
Temporary Work Group transfers? <input type="checkbox"/> Yes <input type="checkbox"/> No		
WG1? <input type="checkbox"/> Yes <input type="checkbox"/> No	WG2? <input type="checkbox"/> Yes <input type="checkbox"/> No	WG3? <input type="checkbox"/> Yes <input type="checkbox"/> No

Transfer Method:

Transfer Badge (MM 1000 & I.T. Clocks)

Clock Function Key (I.T. Clocks Only)

Transfer by Supervisor Edit at PC Only

Does the Rate of Pay Change when a Department Transfers occurs? Yes No

Pay Periods

Class # 1 Ref. Name:

Weekly Bi - Weekly Semi-Monthly Monthly Custom

Weekly or Bi-weekly - Start day: Su. M T. W. Th. F. Sa. Ref. Date / /

Semi-monthly - Start dates: 1st and 16th Other:

Class # 2 Ref. Name:

Weekly Bi - Weekly Semi-Monthly Monthly Custom

Weekly or Bi-weekly - Start day: Su. M T. W. Th. F. Sa. Ref. Date / /

Semi-monthly - Start dates: 1st and 16th Other:

Class # 3 Ref. Name:

Weekly Bi - Weekly Semi-Monthly Monthly Custom

Weekly or Bi-weekly - Start day: Su. M T. W. Th. F. Sa. Ref. Date ____ / ____ / ____

Semi-monthly - Start dates: 1st and 16th Other: and

Posting Date: Days after the pay period starts.

Pay Designations

Designation	Hrs	Do 1	O/T?	Designation	Hrs	Do 1	O/T?
			Yes No				Yes No
1. Regular	16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2. Overtime	17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Double time	18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Sick	19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Holiday	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

				<input type="checkbox"/>	.				
6.	Vacation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	21		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	22		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	23		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
9.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	24		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	25		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	26		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	27		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
13		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	28		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
14		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	29		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
15		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	30		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Overtime

Description	Class 1	Class 2	Class 3	Class 4	Class 5
Daily OT	:	:	:	:	:
Daily DT	:	:	:	:	:
	:	:	:	:	:
Weekly Limits	:	:	:	:	:
Period Limits	:	:	:	:	:

Weekly Overtime Starts on Sun. Mon. Tue. Wed. Thur. Fri. Sat.

Worked Holiday OT Limits					
O.T.	:	:	:	:	:
D.T.	:	:	:	:	:

CLASS # 1
<input type="checkbox"/> ___ Consecutive day worked <input type="checkbox"/> Overtime <input type="checkbox"/> Double time after ___:___ hours <input type="checkbox"/> O.T. <input type="checkbox"/> D.T.
<input type="checkbox"/> ___ Consecutive day worked <input type="checkbox"/> Overtime <input type="checkbox"/> Double time after ___:___ hours <input type="checkbox"/> O.T. <input type="checkbox"/> D.T.
<input type="checkbox"/> All day <input type="checkbox"/> Overtime <input type="checkbox"/> Double time on <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> other _____
<input type="checkbox"/> All day <input type="checkbox"/> Overtime <input type="checkbox"/> Double time on <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> other _____

CLASS # 2
<input type="checkbox"/> ___ Consecutive day worked <input type="checkbox"/> Overtime <input type="checkbox"/> Double time after ___:___ hours <input type="checkbox"/> O.T. <input type="checkbox"/> D.T.

<input type="checkbox"/> ___ Consecutive day worked	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time after ___:___ hours	<input type="checkbox"/> O.T.	<input type="checkbox"/> D.T.	
<input type="checkbox"/> All day	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time on	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> other _____
<input type="checkbox"/> All day	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time on	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> other _____

CLASS # 3					
<input type="checkbox"/> ___ Consecutive day worked	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time after ___:___ hours	<input type="checkbox"/> O.T.	<input type="checkbox"/> D.T.	
<input type="checkbox"/> ___ Consecutive day worked	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time after ___:___ hours	<input type="checkbox"/> O.T.	<input type="checkbox"/> D.T.	
<input type="checkbox"/> All day	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time on	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> other _____
<input type="checkbox"/> All day	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time on	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> other _____

CLASS # 4					
<input type="checkbox"/> ___ Consecutive day worked	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time after ___:___ hours	<input type="checkbox"/> O.T.	<input type="checkbox"/> D.T.	
<input type="checkbox"/> ___ Consecutive day worked	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time after ___:___ hours	<input type="checkbox"/> O.T.	<input type="checkbox"/> D.T.	
<input type="checkbox"/> All day	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time on	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> other _____
<input type="checkbox"/> All day	<input type="checkbox"/> Overtime	<input type="checkbox"/> Double time on	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> other _____

Rounding Rules

Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
:	:	:	:	:

In / Out Rounding

Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Early In :	Early In :	Early In :	Early In :	Early In :
Late In :	Late In :	Late In :	Late In :	Late In :
Early Out :	Early Out :	Early Out :	Early Out :	Early Out :
Late Out :	Late Out :	Late Out :	Late Out :	Late Out :

Unscheduled

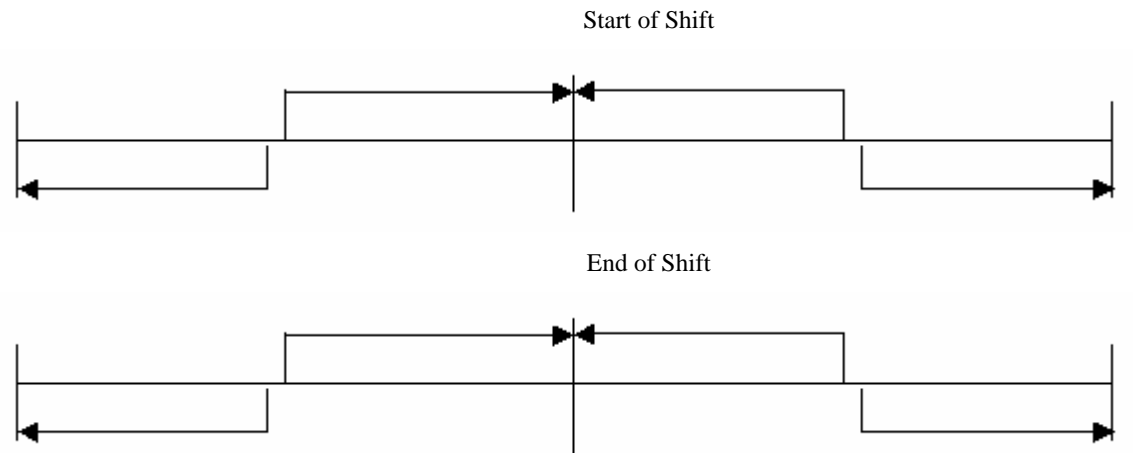
Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
In Rounding :	In Rounding :	In Rounding :	In Rounding :	In Rounding :
Out Rounding :	Out Rounding :	Out Rounding :	Out Rounding :	Out Rounding :

Grace Periods:

	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Early start:	:	:	:	:	:
Late start	:	:	:	:	:
Leave early	:	:	:	:	:
Leave late	:	:	:	:	:

Area Rounding

	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Before Sch. Start	:	:	:	:	:
After Sch. Start	:	:	:	:	:
Before Sch. End	:	:	:	:	:
After Sch. End	:	:	:	:	:



Lunch Rules

	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Standard Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Lunch	:	:	:	:	:
From - To	:	:	:	:	:
Length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduled Lunch	:	:	:	:	:
From - To	:	:	:	:	:
Length					
Lunch Length	:	:	:	:	:

Lunches Rounding

	Class # 1	Class # 2	Class # 3	Class # 4	Class # 4
Rounding	:	:	:	:	:
Lunch Grace	:	:	:	:	:

Short lunch Deduction

Deduct:	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
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Time taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount & Sch.					
time					

Long lunch Deduction

<i>Deduct:</i>	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Time taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount & Sch.					
time					

Auto Deduction

<i>Deduct:</i>	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Yes / No	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
Min. Hrs	No	No	No	No	No
Required	:	:	:	:	:
Position Lunch	:	:	:	:	:



Breaks

N/A

<i>Deduct:</i>	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
# of breaks?					
Break Length	:	:	:	:	:
Rounding					
0:0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	:	:	:	:	:
Grace	:	:	:	:	:

Short break Deduction

<i>Deduct:</i>	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Long break Deduction

<i>Deduct:</i>	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extra time only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OF CLASSES 1 2 3 4

Attendance Exceptions

	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Arrives Early	Minutes	Minutes	Minutes	Minutes	Minutes
Arrives Late	Minutes	Minutes	Minutes	Minutes	Minutes
Leaves Early	Minutes	Minutes	Minutes	Minutes	Minutes
Leaves Late	Minutes	Minutes	Minutes	Minutes	Minutes
Short Lunch	Minutes	Minutes	Minutes	Minutes	Minutes
Long Lunch	Minutes	Minutes	Minutes	Minutes	Minutes
Short Break	Minutes	Minutes	Minutes	Minutes	Minutes
Long Break	Minutes	Minutes	Minutes	Minutes	Minutes
Over Max hrs.	Minutes	Minutes	Minutes	Minutes	Minutes
Under Min. hrs.	Minutes	Minutes	Minutes	Minutes	Minutes

Disable the following Exceptions:

<input type="checkbox"/> Tardy (1)	<input type="checkbox"/> Short or no lunch (7)	<input type="checkbox"/> Supervisor edit error (11)
<input type="checkbox"/> Arrived early (3)	<input type="checkbox"/> Long break taken (8)	<input type="checkbox"/> Extra Punch Found (13)
<input type="checkbox"/> Left early (4)	<input type="checkbox"/> Short break taken (9)	<input type="checkbox"/> Missing punch found (14)
<input type="checkbox"/> Left Late (5)	<input type="checkbox"/> Unscheduled shift (2)	<input type="checkbox"/> Over max shift hours (15)
<input type="checkbox"/> Long lunch taken (6)	<input type="checkbox"/> Flex shift worked (12)	<input type="checkbox"/> Under max shift hours (16)
<input type="checkbox"/> Illegal Punch or edit (10)		

Exception Bonus?

Notes: _____

OF CLASSES 1 2 3 4

Holidays

N/A

Non- Worked holiday

	Class # 1	Class # 2	Class # 3	Class # 4
Hours to Pay?	:	:	:	:
Eligibility:	<input type="checkbox"/> All <input type="checkbox"/> Part time <input type="checkbox"/> Full time	<input type="checkbox"/> All <input type="checkbox"/> Part time <input type="checkbox"/> Full time	<input type="checkbox"/> All <input type="checkbox"/> Part time <input type="checkbox"/> Full time	<input type="checkbox"/> All <input type="checkbox"/> Part time <input type="checkbox"/> Full time
Hire Date Days?				
Full time Date Days				
Schedule				
Day before	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No
Day After	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No
<input type="checkbox"/> Credit to a specific cost center:				

Worked Holiday

All of the shift must fall on the designated holiday

	Class # 1	Class # 2	Class # 3	Class # 4
	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No

Any part of the shift may fall on the designated holiday

	Class # 1	Class # 2	Class # 3	Class # 4
	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No

Pay Designation?				
Eligibility:	<input type="checkbox"/> All <input type="checkbox"/> Part time <input type="checkbox"/> Full time	<input type="checkbox"/> All <input type="checkbox"/> Part time <input type="checkbox"/> Full time	<input type="checkbox"/> All <input type="checkbox"/> Part time <input type="checkbox"/> Full time	<input type="checkbox"/> All <input type="checkbox"/> Part time <input type="checkbox"/> Full time
Hire Date Days?				
Full time Date Days				
Schedule				
Day before	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No
Day After	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> yes <input type="checkbox"/> No

Premium Rules

N/A

Class # 1	
\$	from : am/pm to : <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> Mon. <input type="checkbox"/> Tue <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Eligibility window	: to : <input type="checkbox"/> Mon. thru Sun.
\$	from : am/pm to : <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> Mon. <input type="checkbox"/> Tue <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Eligibility window	: to : <input type="checkbox"/> Mon. thru Sun.
\$	from : am/pm to : <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> Mon. <input type="checkbox"/> Tue <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Eligibility window	: to : <input type="checkbox"/> Mon. thru Sun.
<input type="checkbox"/>	Duplicate worked hours [8 hours at base rate and 8 hours at \$.xx (shift differential)]
<input type="checkbox"/>	Show hours only once [e.g. for 8 hours worked - 8 hours at base rate + \$.xx]

Notes:

Class # 2	
\$	from : am/pm to : <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> Mon. <input type="checkbox"/> Tue <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Eligibility window	: to : <input type="checkbox"/> Mon. thru Sun.
\$	from : am/pm to : <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> Mon. <input type="checkbox"/> Tue <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Eligibility window	: to : <input type="checkbox"/> Mon. thru Sun.
\$	from : am/pm to : <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> Mon. <input type="checkbox"/> Tue <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Eligibility window	: to : <input type="checkbox"/> Mon. thru Sun.
<input type="checkbox"/>	Duplicate worked hours [8 hours at base rate and 8 hours at \$.xx (shift differential)]
<input type="checkbox"/>	Show hours only once [e.g. for 8 hours worked - 8 hours at base rate + \$.xx]

Notes:

Class # 3	
\$	from : am/pm to : <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> Mon. <input type="checkbox"/> Tue <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Eligibility window	: to : <input type="checkbox"/> Mon. thru Sun.
\$	from : am/pm to : <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> Mon. <input type="checkbox"/> Tue <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Eligibility window	: to : <input type="checkbox"/> Mon. thru Sun.
\$	from : am/pm to : <input type="checkbox"/> am <input type="checkbox"/> pm <input type="checkbox"/> Mon. <input type="checkbox"/> Tue <input type="checkbox"/> Wed. <input type="checkbox"/> Thu. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.
Eligibility window	: to : <input type="checkbox"/> Mon. thru Sun.
<input type="checkbox"/>	Duplicate worked hours [8 hours at base rate and 8 hours at \$.xx (shift differential)]
<input type="checkbox"/>	Show hours only once [e.g. for 8 hours worked - 8 hours at base rate + \$.xx]

Notes:

Schedule Class Rules

	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Range Before	:	:	:	:	:
Range After	:	:	:	:	:
Cross midnight?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
- First in punch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Day of Majority of hours / Equal hrs go to previous day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Majority of hours / Equal hrs go to following day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Last out punch					

Day By Window	: to	: to	: to	: to	: to
Go to previous day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Go to Next day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Punch Alignment

- Standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Absolute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.O.D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Time between shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Transaction Tags					
Out Hours Value	:	:	:	:	:
Max Shift Value	:	:	:	:	:
E.O.D.	:	:	:	:	:

Restriction Class Parameters

N/A

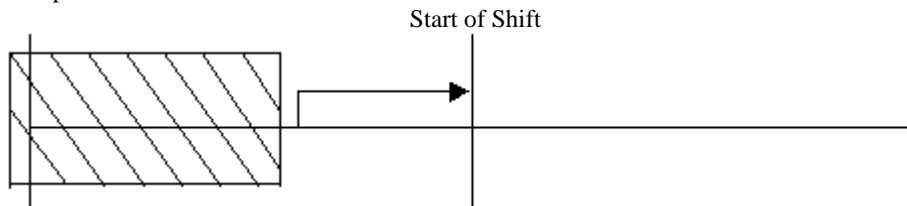
Option available for IT model time clocks Only

Restrictions:	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Early In	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Late In	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
EARLY OUT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
LATE OUT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
UNSCHEDULED	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
FLEX	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

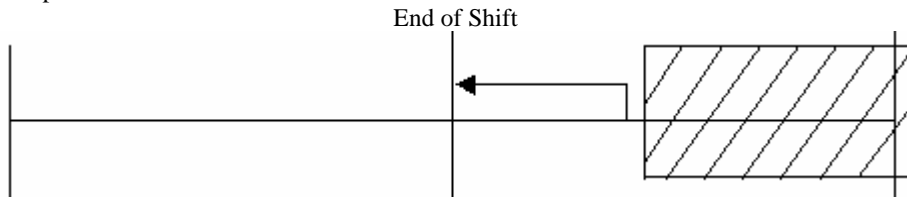
Restriction Start/End Times

	Class # 1	Class # 2	Class # 3	Class # 4	Class # 5
Before Start					
Start	:	:	:	:	:
End	:	:	:	:	:
After Start					
Start	:	:	:	:	:
End	:	:	:	:	:
Before End					
Start	:	:	:	:	:
End	:	:	:	:	:
After End					
Start	:	:	:	:	:
End	:	:	:	:	:

Example: Restrict Before Start Time



Example: Restrict After End Time



Hardware Setup (IT Clocks)

N/A

Intelligent Terminals (IT) have programmable function keys which allow you to access different functions from the clock. The IT1600MV model has six (6) programmable function keys while the IT8000 and IT1600SV models have twelve (12). We recommend one of the keys be left open as a cancel key in the event an employee makes a mistake and wishes to cancel the transaction before they complete it.

List the items you would like assigned to each function key (F Key). See the list below for the proper codes.

F1 _____ F2 _____ F3 _____ F4 _____
F5 _____ F6 _____ F7 _____ F8 _____
F9 _____ F10 _____ F11 _____ F12 _____

Codes List

- 1 - Initiate PIN Entry for employee
- 2 - Prompt for Badge #, Show Name, Last Punch, and Total Hours
- 3 - Prompt for Badge #, Show Name and Schedule for Current Day
- 4 - Toggle Relay (Ring Bell/Open Door)
- 5 - Display this clock's Restriction ON/OFF Status
- 6 - Prompt for Badge, Prompt for TIP Entry
- 7 - Initiate Supervisor Functions (Supervisor Protected)
- 8 - Change Restriction Status (Supervisor Protected)
- 9 - Initiate Transfer at current Date/Time (Supervisor Protected)
- 10 - Initiate Transfer - Prompt for Time of Transfer (Supervisor Protected)
- 11 - Initiate Transfer at current Date/Time
- 12 - Initiate Transfer - Prompt for Time of Transfer
- 13 -
- 14 - Prompt for Badge #, Show Name and All Schedule held in clock
- 15 -
- 101 through 125 - Initiate Transfer using common Department/Cost Center Lookup Table

Up to five (5) Supervisor PIN numbers may be set up in the clock using ITCOMMS or WINIT. A Supervisor Protected feature require PIN numbers be entered in order to access that function. Set up at time of installation the following PIN numbers:

PIN #1 _____ PIN #2 _____ PIN #3 _____
PIN #4 _____ PIN #5 _____

Hardware Setup (IT Clocks) [continued]

Bells

N/A

Requirements: 24 volt bells ONLY.

- 1. 24 volt AC Transformer.
- 2. An additional 110 volt outlet for the 24 volt transformer

Bell Days Value: Mon=1, Tue=2, Wed=4, Thu=8, Fri=16, Sat=32, Sun=64, (e.g. All Days=127)

Bell #1 ____:____ Bell Days _____	Bell #16 ____:____ Bell Days _____
Bell #2 ____:____ Bell Days _____	Bell #17 ____:____ Bell Days _____
Bell #3 ____:____ Bell Days _____	Bell #18 ____:____ Bell Days _____
Bell #4 ____:____ Bell Days _____	Bell #19 ____:____ Bell Days _____
Bell #5 ____:____ Bell Days _____	Bell #20 ____:____ Bell Days _____
Bell #6 ____:____ Bell Days _____	Bell #21 ____:____ Bell Days _____
Bell #7 ____:____ Bell Days _____	Bell #22 ____:____ Bell Days _____
Bell #8 ____:____ Bell Days _____	Bell #23 ____:____ Bell Days _____
Bell #9 ____:____ Bell Days _____	Bell #24 ____:____ Bell Days _____
Bell #10 ____:____ Bell Days _____	Bell #25 ____:____ Bell Days _____
Bell #11 ____:____ Bell Days _____	Bell #26 ____:____ Bell Days _____
Bell #12 ____:____ Bell Days _____	Bell #27 ____:____ Bell Days _____
Bell #13 ____:____ Bell Days _____	Bell #28 ____:____ Bell Days _____
Bell #14 ____:____ Bell Days _____	Bell #29 ____:____ Bell Days _____
Bell #15 ____:____ Bell Days _____	Bell #30 ____:____ Bell Days _____