

AUTOPOWER

EMPLOYEE TIME CLOCK ONLY PROCESSING



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Introduction

The Time Clock feature of the AutoPower System enables management to keep track of the hours worked by each employee. Salaried employees can also be tracked in the time clock system. The Time Clock module can be linked to the Payroll system to transfer the number of hours worked for paycheck calculation.

Hours can be easily adjusted to accommodate overtime, paid days off, etc. The menus are designed to step the user through the entire process. There is password protection to protect the privacy of each employee's time clock punches.

This manual is designed to give a complete picture of how to use the Time Clock system. Some items that are covered in this manual are:

- How to use the Time Clock from an employee's perspective
- How to edit the Time Clock Punches from a payroll manager's perspective

Some of the features that are included in the Time Clock system are:

- a. **Time Clock: Employee Hours Inquiry** - Inquiries can be made; however, no modifications or additions can be made from this menu option. This is not necessary for time clock processing. This can be utilized at any time.
- b. **Time Clock Reporting** - This procedure will produce a time clock report for specific criteria determined at the time of report generation. These reports are used to verify time punches entered by employees. They can be printed by Employee #, branch or Department. You can also generate a report of Adjusted Punched Pay History Report after you have moved the Time Clock punches to History.
- c. **Time Clock Editing** - All editing of time clock punches is done from the TC menu option. This function must be done if there were errors on the Time Clock Report. If there were no errors on the Time Clock Report, this step may be skipped.
- d. **Move Time Clock Records to History** - This procedure moves time clock punches from the transactions file to the time clock pay file and history file. This step must run before you can view the Adjusted Punch History Report.
- e. **Display Clocked-in Employees** - This procedure will allow you to view the Employees Time Clock transactions. It will also allow you view the Open Mechanic WO Time. This is for current Pay Period only.

This manual is designed to walk the user through each step of the Time Clock process one step at a time. Each step is written in the order that it should be performed.

Chapter 1 SETUP / MAINTENANCE FUNCTIONS

Section 1.1 Operator Profile File Maintenance

There are some setup procedures that are required before the Time Clock software can be used. Use the Operator Profile options to perform the setup functions. The employee must be setup in Operator/Salesperson/Mechanic F/M and the Operator Profile F/M menus to use the Time Clock software and AutoPower. Below are the steps to use to setup an employee.

1. Select the **Utility Programs Menu** from the AutoPower Main Menu.
2. Select **Operator Profile File Maintenance** to setup the employee in the system. You will also need to set up the Operator/Salesperson/Mechanic F/M Maintenance screen to setup a time clock password. **This will allow you to enter in a time clock password.**

In the Time Clock Manager field your options are N, YN, YB, OR YA for timeclock access/editing.

N = Operator has no time clock access privileges.

YN = Operator has time clock access but cannot edit the time clock punches.

YB = Operator has time clock manager access but can only edit time clock punches for only his branch location.

YA = Operator has time clock manager access and also can edit time clock punches for ALL branch locations.

04/16/2015 Operator Profile File Maintenance IN-OPFM	
LOGIN ID.....:	
1. Operator Number.....:	19. Cust F/M Priv Lvl:
2. Printer Group.....:	20. Scroll Alert BAMs:
3. Start-Up Menu.....:	21. Sales History O/E:
4. Spooler Access.....:	22. Collection Notes..:
5. File Maintenance.....:	23. Remote Login.....:
6. Enter Credit Memo's...:	24. AutoCat Style.....:
7. Release Credit Holds...:	25. Access Payroll...:
8. Time Clock Manager...:	26. Access BPRO.....:
9. Stock Adj. Branches...:	27. Admin HomePage...:
10. Inventory Branch.....:	28. GUI System.....:
11. Department Number.....:	29. Menu Shortcuts...:
12. ARBy Access.....:	30. OE Price Changes..:
13. Add New Account in O/E:	31. Menu Buttons Pos.:
14. Can Access TCL.....:	32. Gui Font Size.....:
15. Credit Hold Que Name...:	33. Admin News.....:
16. Alt. Menu Profile.....:	34. Password Required:
17. Allowed to see cost...:	35. Is a Manager.....:
18. Branch Entry in O/E...:	36. Show CritNotes...:
Enter the User's Login ID; or, ? F1	

Section 1.2 Operator/Salesperson/Mechanic File Maintenance

Every employee that will use the Time Clock must have a salesman/operator number and must be setup in the Salesman file. The salesman/operator number can be the same as the employee number, if desired, but it is not required.

```

AUTOPOWER
04/16/2015      Operator/Salesperson/Mechanic File Maintenance - #2      AR-NSFM
-----
Operator/Salesperson/Mechanic No...: 0 - JOHN SMITH
!_____ Passwords _____!
1) File Maintenance .....: #
2) Price Change Authorization .....: #
3) O/E Credits Entry .....: #
4) Credit Hold Release .....: #
5) Change O/E Salesman No .....: #
6) Sales Order Cancellation .....: #
7) Special Order Cancellation .....: #
8) Edit/Remove Sales Tax .....: #
9) Warranty Returns .....: #
10) Void an Invoice .....: #
11) AutoMail .....: #
12) Timeclock .....: #
13) EzWriter .....: #
14) Transfer Parts for Inventory .....:
15) Edit Average Cost.....:
16) RMA Credit Memo Authorization .....:
17) Product Pricing F/M Access.....:
18) Delete a PO.....:
Options: (U)pdate, (E)dit, (DELETE), (S1), (P)rofile, E(X)it, Item#:
    
```

Salesman Number -. Enter the salesman number. The salesman/operator number can be the same as the employee number, but it is not required. If this is a new salesman/operator record, the cursor will advance to the next field. If this is an existing salesman record, the salesman operator information will display on the screen.

Name - Enter the name of the salesperson/operator. Enter first name first, middle initial, then last name.

1. **File Maintenance Password** - If this salesperson/operator will have access to File Maintenance procedures, enter a password to access this area. The password will not display on the screen to insure confidentiality. The system will display the following prompt:

Re-enter the Password for Verification

Type the password again. When the password is re-entered, it must be entered exactly as it was entered the first time. If the password was entered incorrectly, the following error message will display:

You have not correctly verified the password - start over

The cursor will still advance to the next field; you must still return to this field to enter the password correctly.

Do not enter anything in this field if this employee will not be permitted to access the File Maintenance Functions. Press to advance to the next data entry field.

2. **Price Change Authorization Password** - Enter a password for this employee if they will have the authority to change prices.
3. **O/E Credits Entry** - Enter the password enabling entry of OE credits/returns
4. **Credit Hold Release Password** - Enter a password for this employee if they will have Credit Hold Release authorization
5. **Change O/E Salesman No** - Enter the Password to change the Salesman number on a Sales Order.
6. **Sales Order Cancellation** - Enter the Password used when cancelling a sales order.
7. **Special Order Cancellation** - Enter the Password used when cancelling Special Orders.
8. **Edit/Remove Sales Tax** - Enter the Password authorizing editing or removing sales tax from an order.
9. **Warranty Returns** - Enter the Password authorizing Warranty Returns in Order Entry.
10. **Void an Invoice** - Enter the Password enabling voiding an invoice.
11. **Automail** - Enter the password used to conduct AutoMail Housekeeping.
12. **Time Clock Password** - Enter the password this employee will use to access Time Clock. A Time Clock password is optional; however, it is recommended to prevent an employee from accidentally clocking in or out under another employee's time clock record.
13. **EzWriter** - Enter the Password to access the EzWriter Report Builder.
14. **Transfer Parts for Inventory** - Enter the password permitting Transfer of parts for Stock.
15. **Edit Average Cost** - Enter the Password permitting editing a Part's Average Cost field.

16. **RMA Credit Memo Authorization** - Enter the Password permitting access to RMA Credit Memos.
17. **Product Pricing F/M Access** - Enter the Password permitting access to Product Pricing F/M.
18. **Delete a PO** - Enter the Password required for deleting a PO.

Options: (U)pdate, (E)dit, (DELETE), (S1), (P)rofile, E(X)it, Item#:

Valid answers to this question are:

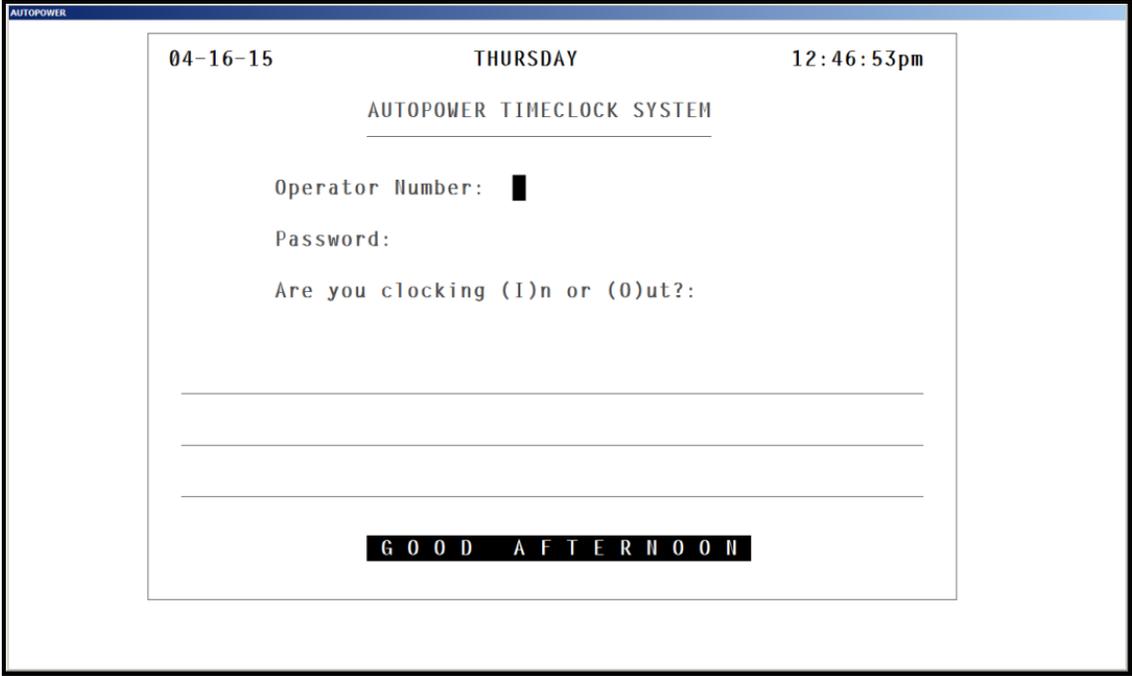
- | | |
|--------------------------|--|
| <input type="checkbox"/> | Update the entries as entered. |
| <input type="checkbox"/> | Do not accept the entries as entered and you will return to the Salesman name field. |
| DELETE | To delete this salesman record, type " DELETE. " |
| S1 | Returns to the first Salesman File Maintenance screen. |
| rofile | Returns you to the Operator Profile File Maintenance Screen. |
| | Exit the Salesman screen. This will not save any entries on the screen. |
| Item# | Enter the field number if there are any changes. |

Chapter 2 USER INSTRUCTIONS

Section 2.1 How to Clock In and Clock Out

Employees can clock in or out from any menu in the AutoPower system. This includes people who may be logged into different menus such as; **AUTOPOWER, MANAGER, COUNTER**, etc. The time clock software will not allow an employee to clock out if they have not clocked in. Clocking in and out is a very simple procedure as it is illustrated in the following steps.

1. From any menu, enter **TC**. This will display the user clock in and out functions as illustrated in the screen below.



The screenshot shows a terminal window titled "AUTOPOWER". The main display area contains the following text:

04-16-15 THURSDAY 12:46:53pm

AUTOPOWER TIMECLOCK SYSTEM

Operator Number: █

Password:

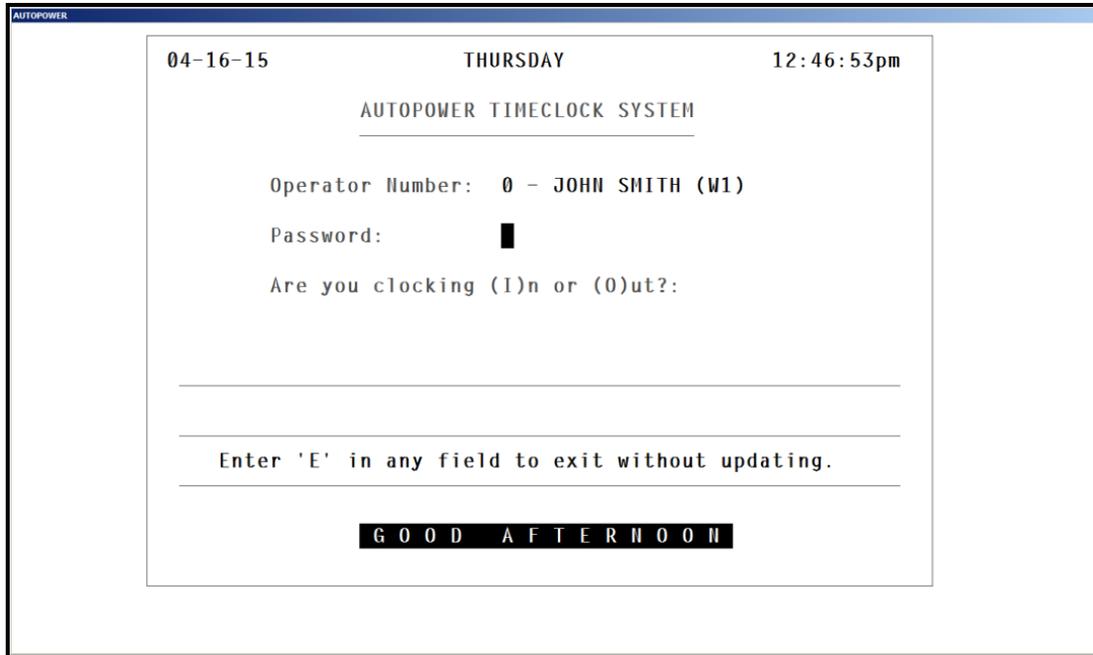
Are you clocking (I)n or (O)ut?:

GOOD AFTERNOON

2. With the cursor at the **Operator Number field**, enter the Salesperson Operator Number.
3. At **Password**, enter the password if one was assigned to the employee. The password will not display on the screen as it is being entered.

The cursor will advance to the field with the question:

4. **"Are you clocking (I)n or (O)ut?"**



Answer to clock in or to clock out.

If an employee fails to clock in or out, the payroll manager should be notified immediately. The manager can adjust the employee's record described later in this manual.

An employee can inquire on his time clock entries to determine if a punch was missed. When the employee discovers they missed a punch, they need to notify the Manager so the time clocked punches can be adjusted.

The next section will discuss how to inquire on time clock entries.

Section 2.2 Time Clock Inquiries within Current Pay Period

At any time within the current pay period, a user can use the inquiry function to check on punches entered into the system. The employee can display punches for the day and if necessary, notify the payroll manager of any discrepancies. This is beneficial if someone does not remember if they clocked in.

Below are some simple procedures on how to inquire on an individual's time clock entries within the current pay period.

1. From any menu, enter **TC**. This will display the Time Clock entry screen employees normally use to clock in and out.
2. At the **Operator Number** field, enter the salesman number of the employee.
3. At the **Password** field, enter **TC**. A listing of the punched in and out times will display with the total hours worked.

Timeclock Report for: 0 - John Smith										
Day	MF	TP	Date	Hours	In/Out	In/Out	In/Out	In/Out	In/Out	In/Out
Monday	H	R	04/13	9.00	08:00a	01:00p	12:00p	06:00p		
Tuesday	H	R	04/14	8.00	08:00a	01:00p	12:00p	05:00p		
Wednesday		R	04/15	0.29	12:05p	12:10p	12:10p	12:23p		
Thursday	H	R	04/16	8.00	08:00a	01:00p	12:00p	05:00p		
Total hours worked =				25.29	Press <Enter> █					

This is beneficial if an employee thinks he might have forgotten to punch in or out. They would see an incorrect time in the IN/OUT columns or the information would be missing. Also, the employee would know about an incorrect by the hours displayed in the HOURS column.

The information will display on the screen. Operator Number, Employee Name, Day Worked, MF. MF is the abbreviation for Modified, TP is the transaction type. R - Regular, V - Vacation, S - Sick, X - Off No Pay, H - Holiday. Time In, Time Out, Hours Worked.

Chapter 3 PAYROLL MANAGER INSTRUCTIONS

Section 3.1 Employee Hours Inquiries

While employees can inquire on their time clock entries, payroll managers can inquire on their time clock entries or any employee's time clock entries. This is useful if an employee has a question. The payroll manager can simply access this screen to answer any questions quickly. The payroll manager will follow the procedures listed below to inquire on time clock entries.

Remember, this is an inquiry function only; no changes can be made from this area.

05/14/2015 (P0) AUTOMASTER 09:41AM

TIME CLOCK MENU

1...Time Clock Employee Hours Inquiry
 2...Time Clock Report By Employee Number
 3...Time Clock Report by Location by Sales Department
 4...Time Clock Report by Sales Department
 5...Time Clock Adjusted Punch History Report
 6...Move Time Clock Records to History
 7...Display Clocked-in Employees

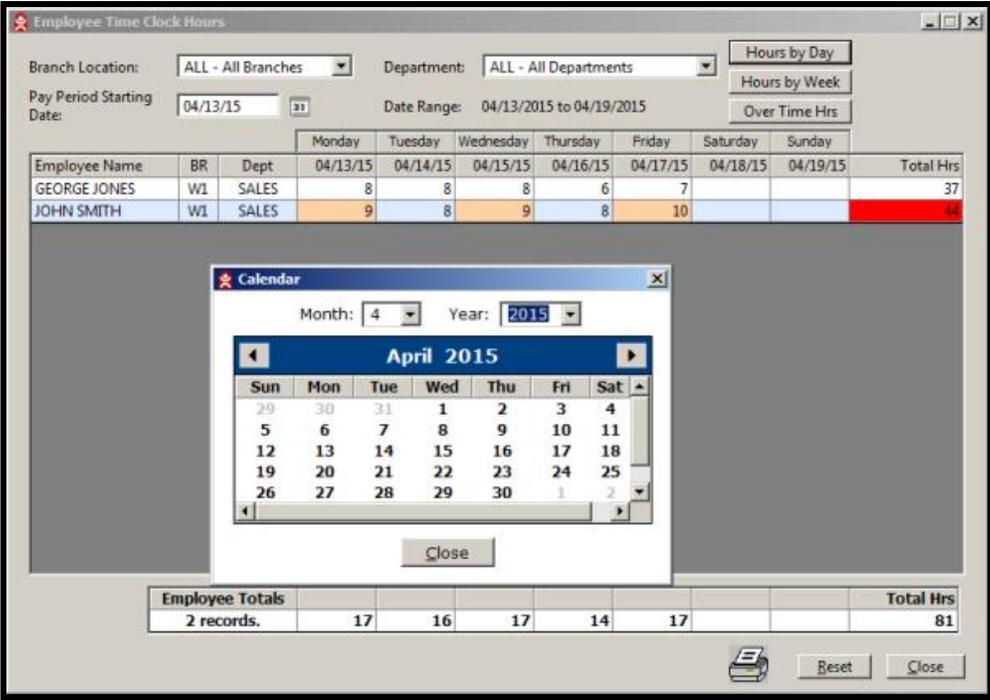
Enter Selection:

TC=Clock S=Spooler R=ACCESS X=Log Off N=NoteCards A=AutoMail V=VSI - Fax

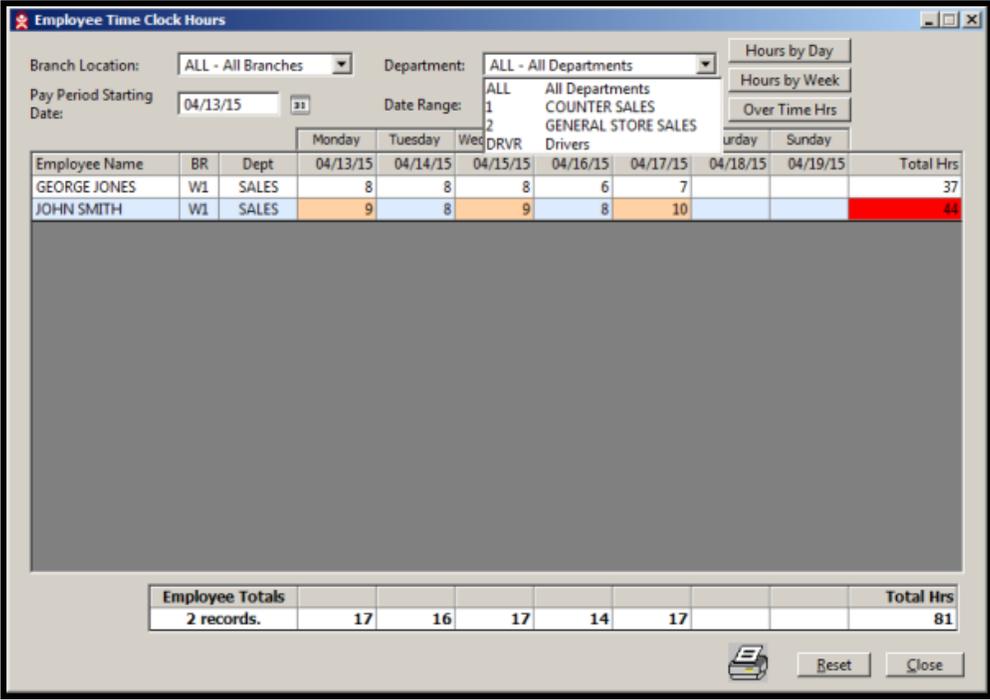
From the Main Menu access the Utility Programs MENU.

1. From the Time Clock Menu, select **Employee Hours Inquiry**
2. The system will prompt for a **Branch Location** from the drop-down button select the location where the employee has clocked in and out or select '**ALL**' to include all locations.

- 3. Enter the Pay Period Starting for the inquiry period. You can also click on the calendar tab to view a calendar pop-up.



- 4. Select the Department from the drop-down button or select "ALL" to include all departments in inquiry.



- Select the Hours by Day button to view the employee's time by the hours of the day. When the employee's information displays you can then select the Hours by Week button and get the average hours for the pay period (week).

You can also click on the Over Time Hours button after you have clicked on the Hours by Day button. This will list the employees who have worked over 8 hours and what day the hours were worked.

			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hrs
Employee Name	BR	Dept	04/13/15	04/14/15	04/15/15	04/16/15	04/17/15	04/18/15	04/19/15	
GEORGE JONES	W1	CTRSALES	8	8	8	6	7			37
JOHN SMITH	W1	CTRSALES	9	8	9	8	10			44

Employee Totals									Total Hrs
2 records.	17	16	17	14	17				81

The employee's name, branch, department, days of the week and total hours will display that the employee was clocked in.

If the block is orange under the days of the week this means that the employee was clocked in over 8 hours. If the block is red in the Total hours column this means that the employee worked over 40 hours. You can click on each of the blocks to get a drill down of what is included in the number of hours being displayed.

Also, at the bottom of the screen will be an overall Employee Totals per column.

The screenshot shows two overlapping software windows. The top window, titled "Employee Time Clock Hours", contains filters for Branch Location (ALL - All Branches), Department (ALL - All Departments), and Pay Period Starting Date (04-13-15). It also shows a Date Range of 04/13/2015 to 04/19/2015. A summary table lists hours for two employees: GEORGE JONES (37 total) and JOHN SMITH (44 total). The bottom window, titled "Employee Time Clock Details", shows a detailed view for JOHN SMITH, including shift start and end times and a table of clock-in and clock-out times for each day from Monday to Friday.

Employee Name	BR	Dept	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hrs
GEORGE JONES	W1	CTRSALES	8	8	8	6	7			37
JOHN SMITH	W1	CTRSALES	9	8	9	8	10			44

Day	Clk-In	Clk-Out	Clk-In	Clk-Out	Clk-in	Clk-Out	Clk-In	Clk-Out	Clk-In	Clk-Out	Total Hrs
Monday 04/13/15	08:00am	12:00pm	01:00pm	06:00pm							9.00
Tuesday 04/14/15	08:00am	12:00pm	01:00pm	05:00pm							8.00
Wednesday 04/15/15	08:00am	12:10pm	01:10pm	06:00pm							9.00
Thursday 04/16/15	08:00am	12:00pm	01:00pm	05:00pm							8.00
Friday 04/17/15	08:00am	12:00pm	01:00pm	07:00pm							10.00

Click on the Reset button to clear the screen and start over.

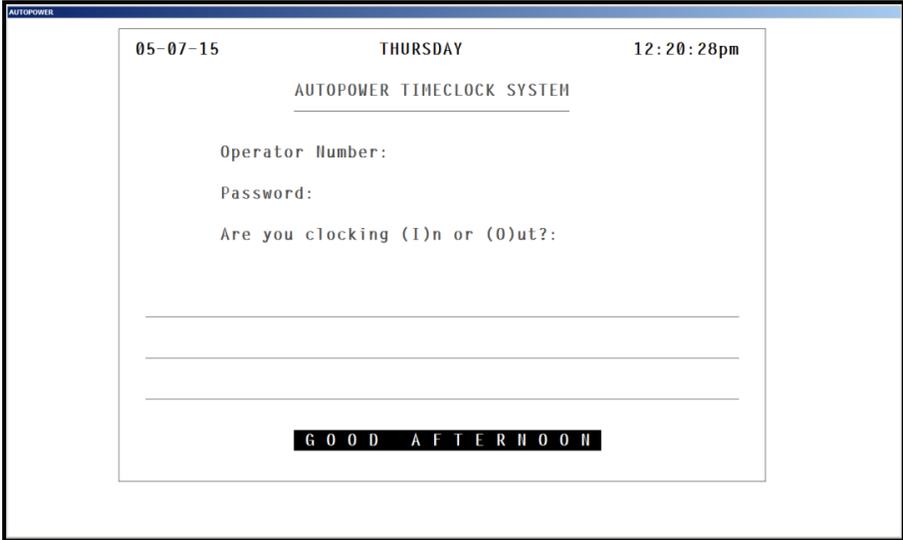
Click on the Close button to exit the screen and return back to the Time Clock menu.

Click on the printer icon to print the report to a printer.

Section 3.2 Editing Time Clock Entries

To insure the security of the time clock information a manager or an assigned payroll clerk should do the Time Clock editing procedures. Follow the steps listed below to edit an employee's time clock punches.

1. From any menu type in TC to display the time clock screen as shown below.



AUTOPOWER

05-07-15 THURSDAY 12:20:28pm

AUTOPOWER TIMECLOCK SYSTEM

Operator Number:

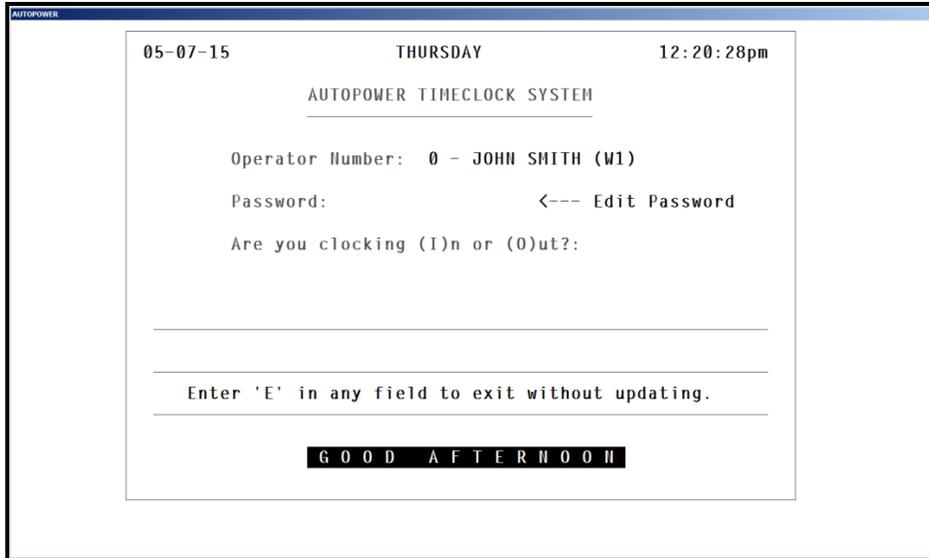
Password:

Are you clocking (I)n or (O)ut?:

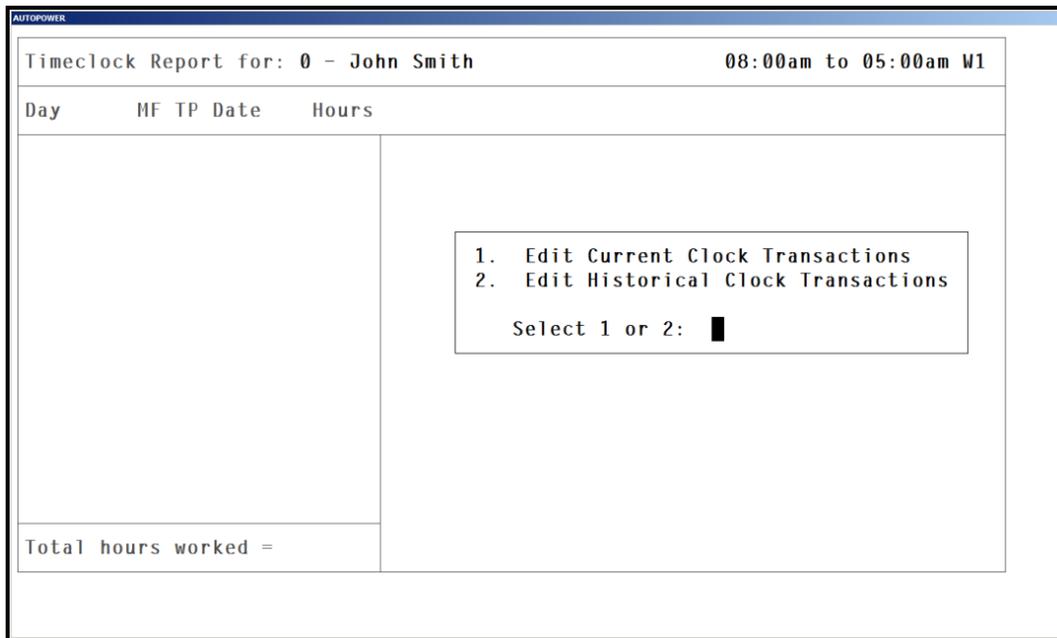
GOOD AFTERNOON

2. Enter the salesman/operator number at the **Operator Number** field. When this number is entered, the employee's name will display to right of the number.
3. The **Password** prompt, enter the editing password. Type in the word **EDIT** and press .

(This password will be verbally provided to the owner or a manager from an AutoPower support representative. This is to insure the security of an employee's time clock records.) The password will not display on the screen as it is entered. The screen will look like it is not doing anything; however, still proceed to the next step.



4. Enter the supreme password that will be provided by AutoPower. An AutoPower Support Representative can change this password. Again, the password will not display on the screen. Press **Enter**, the editing screen will display.



5. The screen will display the name of the employee at the top of the screen.

The prompts Edit Current Clock Transactions and Edit Historical Clock Transactions.

Type in **1** to edit the current time clock transactions that have not been moved to history.
 Type in **2** to edit the time clock transactions that have been moved to history.

Type in 1 and press **Enter** to Edit the Current Clock Transactions.

Day	MF TP	Date	Hours
Monday	M R	04/13	9.00
Tuesday	M R	04/14	8.00
Wednesday	M R	04/15	9.01
Thursday	M R	04/16	8.00
Friday	M R	04/17	10.00

Total hours worked = 44.01

(C)hange Time, (E)nter Reg/OvrT Hours, or (Q)uit?: C

The day, date, and hours worked for the employee and Total hours worked will display at the on the screen. A prompt will display at the bottom of the screen.

(C)hange Time or (E)nter Reg/OverT Hours, or (Q)uit?

Enter the letter **C** to make additions or modifications to the time clock punches for the employee or enter the letter **E** to enter Regular or Overtime hours or type in the letter to quit.

Day	MF TP	Date	Hours
Monday	M R	04/13	9.00
Tuesday	M R	04/14	8.00
Wednesday	M R	04/15	9.01
Thursday	M R	04/16	8.00
Friday	M R	04/17	10.00

Total hours worked = 44.01

(C)hange Time, (E)nter Reg/OvrT Hours, or (Q)uit?: i

6. When attempting to change the time on the employee's record, the system will prompt for the date to be edited. Enter the date using the following format:

mm/dd/yy Slashes, dashes, or periods can be used to separate the month, day, and year.

a. If there are no punches for the date specified, the following prompt will display,

Do you want to create a new record (Y/N)?

Answer for yes. The screen will prompt for an entry of a new time as shown below. Enter the time in military format. (i.e.: 5:00 pm = 17:00)

Answer for no. This will return the user to the original time clock entry screen.

b. If there were some entries for the date specified, the original entries will display under the '**OLD**' column. The cursor will be under the '**NEW**' column. Enter the new time or press **Enter** to accept the original punched time. The cursor will move to the next field. The screen will then display the following prompt,

Enter New Time, or (Q)uit, (D)elete punch

Timeclock Report for: 0 - John Smith							08:00am to 05:00am W1		
Day	MF TP	Date	Hours	IN TIME		OUT TIME		Elapsed	T
				NEW	OLD	NEW	OLD		
Monday	H R	04/13	9.00						
Tuesday	H R	04/14	8.00						
Wednesday	H R	04/15	9.01	08:00am		12:00pm			R
Thursday	H R	04/16	8.00	01:00pm		05:00pm			R
Friday	H R	04/17	10.00						
Total hours worked =			44.01	40.00		4.01			

Enter New Time, or (Q)uit, (D)elete punch

c. The last column on the right side of the screen entitled '**T**' is the Type of Earning Code. This field will default to '**R**', but it can be changed if necessary. Valid types of earning codes are:

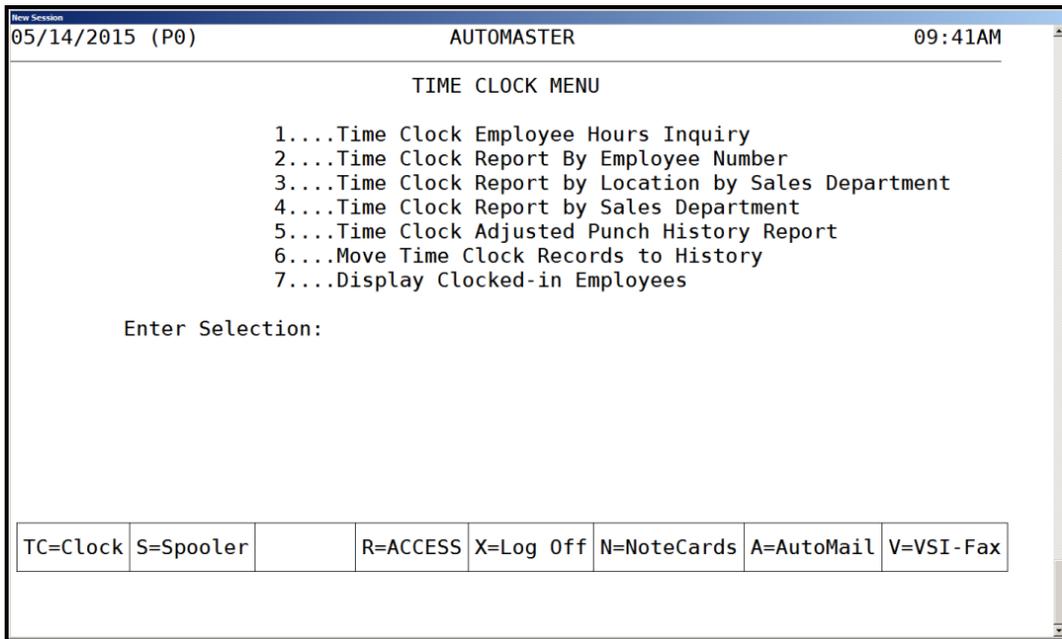
- = Regular Pay
- = Sick Pay
- = Vacation Pay
- = Other
- = Holiday Pay
- = Miscellaneous
- = Funeral
- = Personal Company Pay

p All types, with the exception of '**R**', will need to be entered manually in the *Enter Hours Earnings/Deductions Screen* found on the Pay Period Processing Menu if the type of earnings need to be tracked.

Answer to UPDATE the changes or if more modifications to this date are needed.

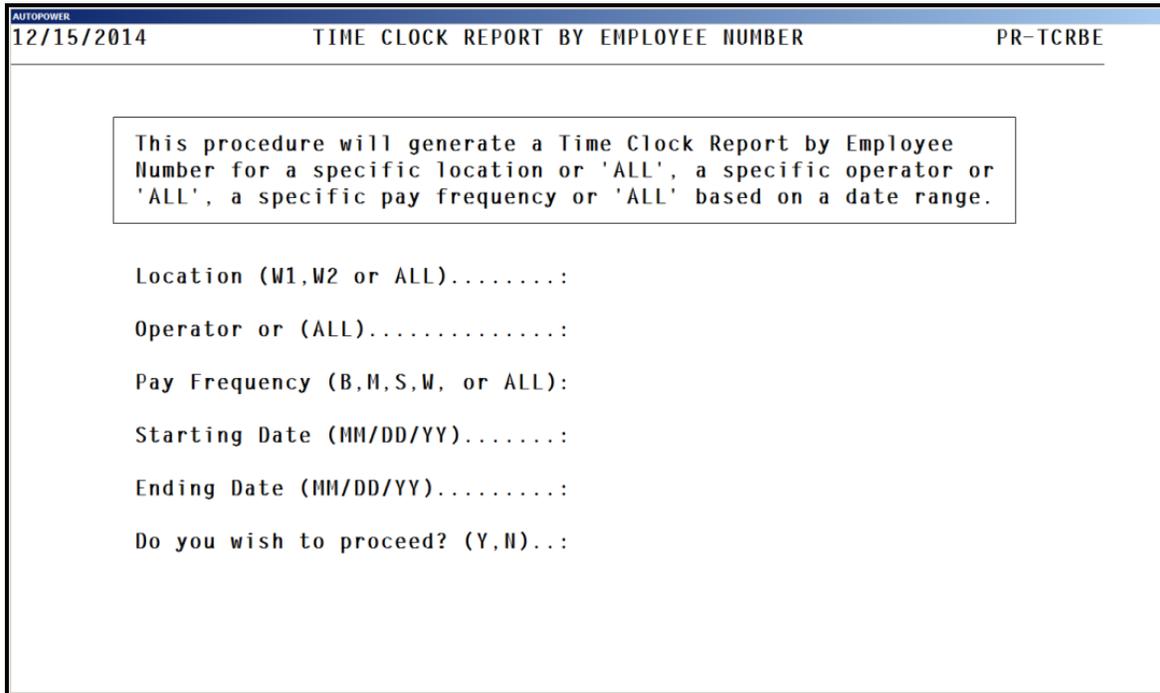
8. Once all adjustments have been completed, press to quit Time Clock Editing.

Chapter 4 TIME CLOCK REPORTS



Section 4.1 Time Clock Report by Employee Number

The Time Clock Report by Employee Number will generate a Time Clock Report by Employee Number for a specific location or ALL, a specific operator or ALL, a specific pay frequency or ALL based on a date range. The report will be sorted by employee number.



Field Descriptions:

Location (W1, W2, or ALL):

Type in the location or the word ALL and press .

Operator or (ALL):

Type the Operator number or the word ALL and press .

Pay Frequency (B,M,S,W, or ALL):

Type in the Pay Frequency or the word **ALL** and press .

Starting Date (MM/DD/YY):

Type in the Starting Date and press .

Ending Date (MM/DD/YY):

Type in the Ending Date and press **Enter**.

Do you wish to proceed? (Y,N):

Type in **Y** and press **Enter** to proceed or Type in **N** and press **Enter** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

```
AUTOPOWER
12/15/2014          TIME CLOCK REPORT BY EMPLOYEE NUMBER          PR-TCRBE
-----
This procedure will generate a Time Clock Report by Employee
Number for a specific location or 'ALL', a specific operator or
'ALL', a specific pay frequency or 'ALL' based on a date range.

Location (W1,W2 or ALL).....:  ALL
Operator or (ALL).....:  ALL
Pay Frequency (B,H,S).....:  ALL
Starting Date (MM/DD).....:  ALL
Ending Date (MM/DD/Y).....:  ALL

Document Options
(D)isplay
(P)rint
Output Choice:  █

Do you wish to proceed? (Y,N)...  Y

Select Document Output Choice, or (C)ancel
```

TIME CLOCK PROCESSING

Below is an example of the Time Clock Report By Employee Number.

EMP LOC		EHPNO	EMPLOYEE NAME	DATE	TIME/IN	TIME/OUT	HOURS/WORKED	MF	TYPE		
<small>AUTOPOWER 12:42:38pm 15 Dec 2014 TIME CLOCK REPORT BY EMPLOYEE NUMBER FOR THE PERIOD OF 10-01-14 TO 10-31-14 PAGE 1</small>											
W2	W2	AMA	ANN AMARA	10/20/14	08:00am	01:00pm	5.00	M	R		
				10/20/14	02:00pm	05:00pm	3.00	M	R		
				***			8.00				
W2	W2	AMA	ANN AMARA	10/21/14	08:00am	12:00pm	4.00	M	R		
				10/21/14	01:00pm	05:00pm	4.00	M	R		
				***			8.00				
W2	W2	AMA	ANN AMARA	10/22/14	08:00am	12:45pm	4.75	M	R		
				10/22/14	01:45pm	05:00pm	3.25	M	R		
				***			8.00				
W2	W2	AMA	ANN AMARA	10/23/14	08:00am	01:00pm	5.00	M	R		
				10/23/14	02:00pm	05:00pm	3.00	M	R		
				***			8.00				
W2	W2	AMA	ANN AMARA	10/24/14	08:00am	12:00pm	4.00	M	R		
				10/24/14	01:00pm	05:00pm	4.00	M	R		
				***			8.00				
W2	W2	AMA	ANN AMARA	10/27/14	08:00am	12:00pm	4.00	M	R		
				10/27/14	01:00pm	05:00pm	4.00	M	R		
				***			8.00				
W2	W2	AMA	ANN AMARA	10/28/14	08:00am	02:00pm	6.00	M	R		
				***			6.00				
				Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:							

Section 4.2 Time Clock Report by Location by Sales Department

This procedure will generate a Time Clock Report by Location for a specific location or "ALL", a specific operator or "ALL", a specific pay frequency or "ALL" based on a date range.

```

AUTOPOWER
05/19/2015      TIME CLOCK REPORT BY LOCATION BY SALES DEPARTMENT  PR-TCRPT-SLS
-----
This procedure will generate a Time Clock Report by Location
for a specific location or 'ALL', a specific Sales Department
or 'ALL', a specific pay frequency or 'ALL' based on date range.

Location (W1,W2 or ALL):
Operator or (ALL):
Pay Frequency (B,M,S,W, or ALL):
Starting Date (MM/DD/YY):
Ending Date (MM/DD/YY):
Do you wish to proceed? (Y,N):
  
```

Field Descriptions:

Location (W1, W2, or ALL):

Type in the location or the word **ALL** and press

Operator or (ALL):

Type the Operator number or the word **ALL** and press

Pay Frequency (B,M,S,W, or ALL):

Type in the Pay Frequency or the word **ALL** and press

Starting Date (MM/DD/YY):

Type in the Starting Date and press

Ending Date (MM/DD/YY):

Type in the Ending Date and press

Do you wish to proceed? (Y,N):

Type in **Y** and press **Enter** to proceed or Type in **N** and press **Enter** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

```

AUTOPWR
05/19/2015      TIME CLOCK REPORT BY LOCATION BY SALES DEPARTMENT  PR-TCRPT-SLS
    
```

This procedure will generate a Time Clock Report by Location for a specific location or 'ALL', a specific Sales Department or 'ALL', a specific pay frequency or 'ALL' based on date range.

```

Location (W1,W2 or ALL).....:  ALL
Operator or (ALL).....:  ALL
Pay Frequency (B,M,S).....:  Document Options
Starting Date (MM/DD).....:  (D)isplay
Ending Date (MM/DD/Y).....:  (P)rint
Do you wish to proceed? (Y,N)..:  Y
    
```

Select Document Output Choice, or (C)ancel

Below is an example of the Time Clock Report by Location.

```

AUTOPWR
12:59:43pm  15 Dec 2014      TIME CLOCK REPORT BY LOCATION  PAGE  1
                                FOR THE PERIOD OF 10-01-14 TO 10-31-14
EMP  LOC  DEPT  OPNO  EMPLOYEE NAME  EMPNO  DATE  TIME/IN  TIME/OUT  HOURS/WORKED  MF  TYPE
-----
W1   BSL  BLAKE  LOWERY  BSL  10/20/14  07:43am  01:08pm  5.41
                                01:25pm  03:32pm  2.12
                                ***
                                7.53
W1   BSL  BLAKE  LOWERY  BSL  10/21/14  07:40am  01:20pm  5.66
                                01:40pm  05:13pm  3.54
                                ***
                                9.20
W1   BSL  BLAKE  LOWERY  BSL  10/22/14  07:31am  01:16pm  5.73
                                01:49pm  04:44pm  2.92
                                ***
                                8.65
W1   BSL  BLAKE  LOWERY  BSL  10/23/14  07:36am  01:26pm  5.82
                                01:44pm  04:50pm  3.09
                                ***
                                8.91
W1   BSL  BLAKE  LOWERY  BSL  10/24/14  07:41am  12:13pm  4.53
                                12:41pm  04:50pm  4.13
                                ***
                                8.66
W1   BSL  BLAKE  LOWERY  BSL  10/27/14  07:39am  12:00pm  4.34  H  R
                                12:20pm  04:32pm  4.20  H
                                ***
                                8.54
W1   BSL  BLAKE  LOWERY  BSL  10/28/14  07:46am  01:41pm  5.91
                                02:03pm  05:07pm  3.06
    
```

Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit: █

Section 4.3 Time Clock Report by Sales Department

This procedure will generate a Time Clock Report by Sales Department for a specific sales department or "ALL", a specific operator or "ALL" based on a date range.

AUTOPOWER	05/12/2015	TIME CLOCK REPORT BY SALES DEPARTMENT	PR-TCRPT-DEPT
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>This procedure will generate a Time Clock Report by Sales Department for a specific sales department or 'ALL', a specific Operator or 'ALL' based on a date range.</p> </div> <p>Department, or (ALL).....: █</p> <p>Operator or (ALL).....:</p> <p>Starting Date (MM/DD/YY).....:</p> <p>Ending Date (MM/DD/YY).....:</p> <p>Do you wish to proceed? (Y,N):</p>			

Field Descriptions:

Department, or (ALL):

Type in the Department or the word ALL and press .

Operator or (ALL):

Type the Operator number or the word ALL and press .

Starting Date (MM/DD/YY):

Type in the Starting Date and press .

Ending Date (MM/DD/YY):

Type in the Ending Date and press .

Do you wish to proceed? (Y,N):

Type in and press to proceed or Type in and press to not proceed.

TIME CLOCK PROCESSING

Type in **[D]** to display the report to the screen, type in **[P]** to print the report to the printer or type in **[X]** to Export the report to a PC. You can also type in **[C]** to cancel out of the report printing process.

```

AUTOPOWER
05/12/2015          TIME CLOCK REPORT BY SALES DEPARTMENT          PR-TCRPT-DEPT
-----
This procedure will generate a Time Clock Report by Sales
Department for a specific sales department or 'ALL', a specific
Operator or 'ALL' based on a date range.

Department, or (ALL).....: ALL
Operator or (ALL).....: ALL
Starting Date (MM/DD)
Ending Date (MM/DD/Y
Do you wish to proce

Document Options
(D)isplay
(P)rint
(X)port
Output Choice:

Select Document Output Choice, or (C)ancel
    
```

Below is an example of the Time Clock Report By Sales Department.

```

AUTOPOWER
05/19/15          TIMECLOCK REPORT BY DEPARTMENT          Page: 1
                   From 05/01/15 to 05/31/15
-----
Dept  OpNo  Employee Name          Date      Time/In    Time/Out    ElapHrs  Type  MF
-----
1      2      GEORGE JONES          05/01/15  10:01:47am *****
                   05/15/15  11:31:15am *****
Totals for Employee: 2
                                0.00**

1      0      JOHN SMITH            05/11/15  08:00:00am 05:00:00pm  9.00      R    H
                   05/12/15  08:00:00am 12:00:00pm  4.00      R    H
                   01:00:00pm 05:00:00pm  4.00      R    H
                                8.00*

                   05/13/15  08:00:00am 12:00:00pm  4.00      R    H
                   05:00:00pm 07:00:00pm  2.00      R    H
                                6.00*

                   05/15/15  11:29:32am 11:29:46am  0.00      R

Totals for Employee: 0
                                23.00**

Totals for Department# 1
                                23.00***

Report Totals:
                                *****
                                23.00 TOTAL

Last Page... Press ENTER
    
```

When I printed the first report I noticed that there was an Error on Operator number #2. He had not clocked out. I then went into time clock edit and corrected the time clock punches and now they are reflecting correctly on the report below.

05/19/15		AUTOPOWER PARTS & SERVICE TIMECLOCK REPORT BY DEPARTMENT From 05/01/15 to 05/30/15					Page: 1	
Dept	OpNo	Employee Name	Date	Time/In	Time/Out	ElapHrs	Type	MF
1	2	GEORGE JONES	05/01/15	08:00:00am	10:00:00am	2.00	R	H
				03:00:00pm	05:00:00pm	2.00	R	H

						4.00*		
			05/15/15	08:00:00am	10:00:00am	2.00	R	H
				01:00:00pm	05:00:00pm	4.00	R	H

						6.00*		
			05/19/15	08:00:00am	12:00:00pm	4.00	R	H
				01:00:00pm	05:00:00pm	4.00	R	H

						8.00*		
Totals for Employee: 2						-----		
						18.00**		
1	0	JOHN SMITH	05/11/15	08:00:00am	05:00:00pm	9.00	R	H
			05/12/15	08:00:00am	12:00:00pm	4.00	R	H
				01:00:00pm	05:00:00pm	4.00	R	H

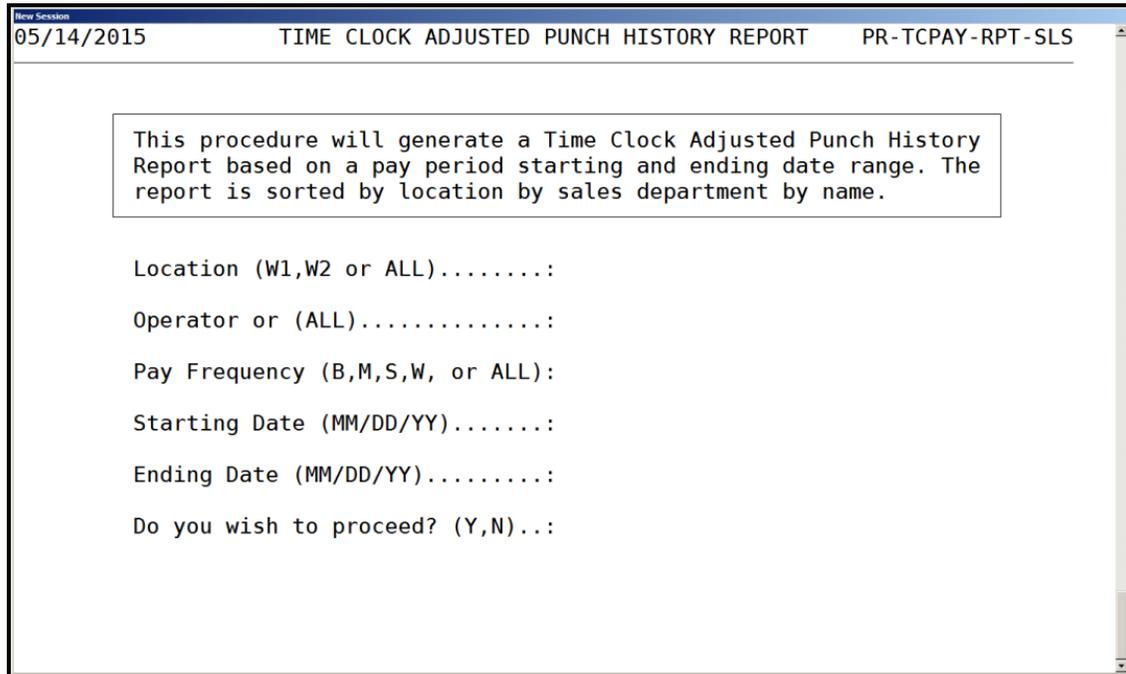
						8.00*		
			05/13/15	08:00:00am	12:00:00pm	4.00	R	H
				05:00:00pm	07:00:00pm	2.00	R	H

						6.00*		
			05/15/15	08:00:00am	11:29:46am	3.49	R	H
				03:00:00pm	05:00:00pm	2.00	R	H

						5.49		
Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:								

Section 4.4 Time Clock Adjusted Punched Pay History Report

This procedure will generate a Time Clock Adjusted Punched History Report based on a pay period starting and ending date range. The report is sorted by location by sales department by name. The Move Time Clock Records to History option must be ran before this report will provide any information.



Field Descriptions:

Location (W1, W2, or ALL):

Type in the location or the word ALL and press .

Operator or (ALL):

Type the Operator number or the word ALL and press .

Pay Frequency (B,M,S,W, or ALL):

Type in the Pay Frequency or the word ALL and press .

Starting Date (MM/DD/YY):

Type in the Starting Date and press .

Ending Date (MM/DD/YY):

Type in the Ending Date and press **Enter**.

Do you wish to proceed? (Y,N):

Type in **D** and press **Enter** to proceed or Type in **N** and press **Enter** to not proceed.

Type in **D** to display the report to the screen or type in **P** to print the report to the printer. You can also type in **C** to cancel out of the report printing process.

```

New Screen
05/14/2015          TIME CLOCK ADJUSTED PUNCH HISTORY REPORT          PR-TCPAY-RPT-SLS

This procedure will generate a Time Clock Adjusted Punch History
Report based on a pay period starting and ending date range. The
report is sorted by location by sales department by name.

Location (W1,W2 or ALL).....: ALL
Operator or (ALL).....: ALL
Pay Frequency (B,M,S)
Starting Date (MM/DD)
Ending Date (MM/DD/Y)
Do you wish to proceed? (Y,N)..: Y

Document Options
(D)isplay
(P)rint
Output Choice:

Select Document Output Choice, or (C)ancel

```

Below is an example of the Time Clock Adjusted Punch History Report.

AUTOPOWER		TIME CLOCK ADJUSTED PUNCH HISTORY REPORT							PAGE 1	
10:15:16am 18 Dec 2014		FOR THE PERIOD OF 10-01-14 TO 10-31-14								
EMP LOC	DEPT	OPERATOR	EMPLOYEE NAME	EMPHO	DATE	TIME/IN	TIME/OUT	HOURS/WORKED	MF	TYPE
W2	1	HJL	HILTON, LEONA	9006	10/20/14	06:30am	04:30pm	10.00	M	V
					***			10.00		
W2	1	HJL	HILTON, LEONA	9006	10/21/14	06:30am	04:30pm	10.00	M	V
					***			10.00		
W2	1	HJL	HILTON, LEONA	9006	10/22/14	06:30am	04:30pm	10.00	M	V
					***			10.00		
W2	1	HJL	HILTON, LEONA	9006	10/23/14	06:30am	04:30pm	10.00	M	V
					***			10.00		
W2	1	HJL	HILTON, LEONA	9006	10/27/14	06:31am	12:03pm	5.54		
					***	12:32pm	05:03pm	4.51		
								10.05		
W2	1	HJL	HILTON, LEONA	9006	10/28/14	06:32am	12:34pm	6.02		
					***	12:55pm		-12.92		
								-6.90		
W2	1	HJL	HILTON, LEONA	9006	10/29/14	06:32am	12:05pm	5.54		
					***	12:36pm	05:01pm	4.40		
								9.94		
		***						53.09		

Options: Page (F)orward, (L)ast, (S)earchText, (Q)uit:

Section 4.5 Move Time Clock Records to History

This program will allow you to copy the current time clock transactions to history. After the copying the current transactions to the history files, you can no longer view the current time clock transactions in this screen. This must be done before you can view a Time Clock Adjusted Punch History Report.

If you need to edit time clock transactions that have been moved to history, you will need to use the **TC** Edit program and use option #2 to edit the time clock from history punches.

BR	EmpNo	Employee Name	Date	Total Hours
----	-------	---------------	------	-------------

Field Descriptions:

Branch (W1, W2, or ALL):

Select the location or the word ALL.

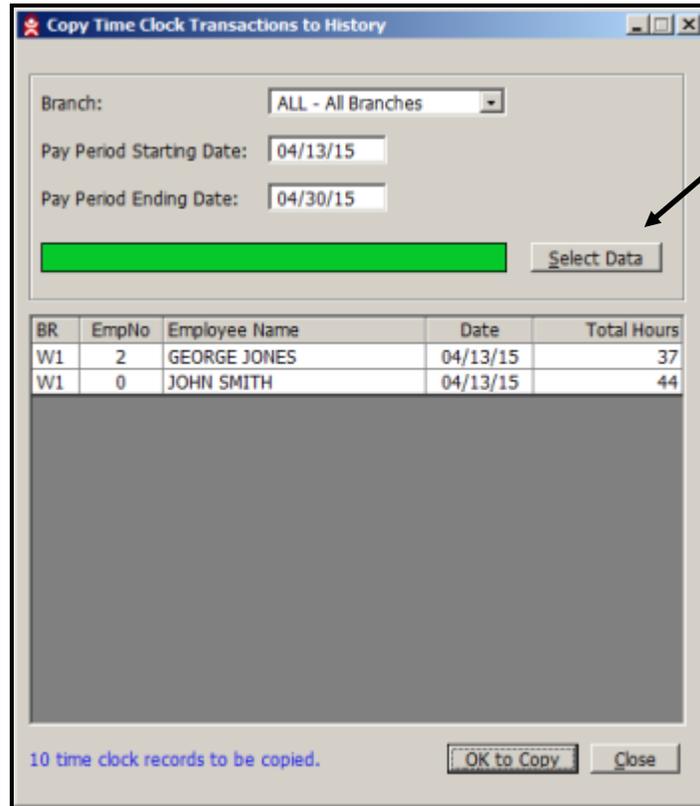
Pay Period Starting Date (MM/DD/YY):

Type in the Starting Date and press **Enter**.

Pay Period Ending Date (MM/DD/YY):

Type in the Ending Date and press **Enter**.

The Select Data button will become active. **Click on the Select Data button.**



The screen will display the Branch location, Pay Period Starting Date and the Pay Period Ending Date. The employees branch location, employee number, employee name, pay period start date and total hours for each employee will display in columns on the screen. The number of time clock records will be shown in lower left hand corner of the screen that will be copied over.

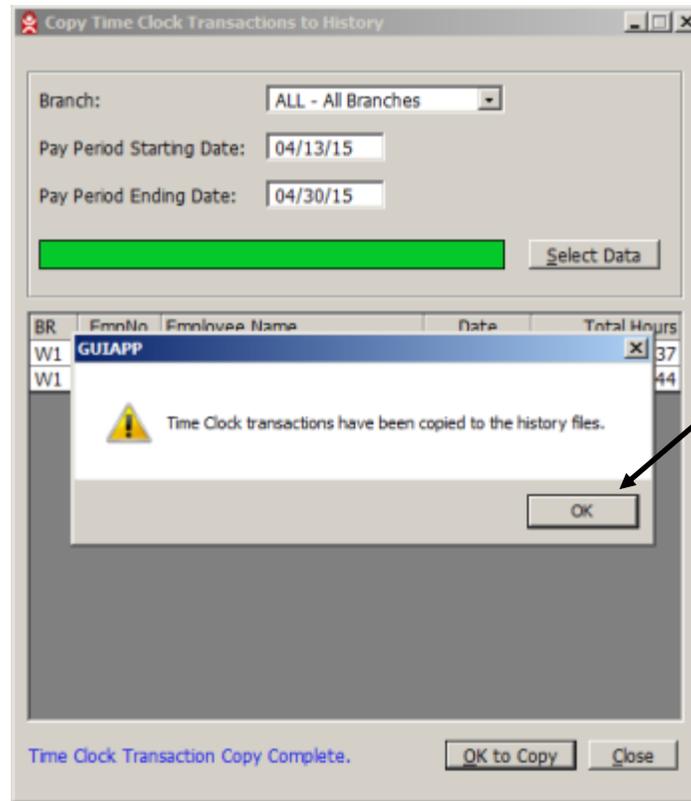
OK to Copy – Click on OK to Copy button to transfer the current pay period records to history based on the pay period starting and ending date that was entered.

The dialog box titled "Copy Time Clock Transactions to History" contains the following fields and controls:

- Branch: ALL - All Branches (dropdown menu)
- Pay Period Starting Date: 04/13/15 (text input)
- Pay Period Ending Date: 04/30/15 (text input)
- A green progress bar and a "Select Data" button.
- A table with the following data:

BR	EmpNo	Employee Name	Date	Total Hours
W1	2	GEORGE JONES	04/13/15	37
W1	0	JOHN SMITH	04/13/15	44

At the bottom of the dialog box, there is a status bar that reads "10 time clock records to be copied." and two buttons: "OK to Copy" and "Close". A black arrow points to the "OK to Copy" button.



Once the time clock transactions have been copied to the history files, **Click on the OK button.**

The cursor will return to the Branch Location field. After the transactions have been copied over to history, click on the Close button to close the window.

Close – Before copying the transaction files to history you can **Click on the Close button** to close the window and not copy the records to history.

Once the transaction files have been copied to history the only way to edit these records will be thru the editing screen.

Type in the Operator Number and the word EDIT. Then type in the supreme password.

AUTOPOWER

05-08-15 FRIDAY 12:30:53pm

AUTOPOWER TIMECLOCK SYSTEM

Operator Number: 0 - JOHN SMITH (W1)

Password: █ <--- Edit Password

Are you clocking (I)n or (O)ut?:

GOOD AFTERNOON

Select option #2 Edit Historical Clock Transactions

AUTOPOWER

Timeclock Report for: 0 - John Smith 08:00am to 05:00am W1

Day	MF TP	Date	Hours
<p>1. Edit Current Clock Transactions</p> <p>2. Edit Historical Clock Transactions</p> <p>Select 1 or 2: █</p>			
Total hours worked =			

Type in the starting date and ending of the historical time clock transactions.

Timeclock Report for: 0 - John Smith				08:00am to 05:00am W1
Day	MF TP	Date	Hours	
				<ul style="list-style-type: none">1. Edit Current Clock Transactions2. Edit Historical Clock Transactions <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"><p>Enter starting date: █ Enter ending date:</p></div>
Total hours worked =				

Example shown below.

Timeclock Report for: 0 - John Smith				08:00am to 05:00am W1
Day	MF TP	Date	Hours	
				<ul style="list-style-type: none">1. Edit Current Clock Transactions2. Edit Historical Clock Transactions <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"><p>Enter starting date: 04-13-2015 Enter ending date: 04/17/2015</p></div>
Total hours worked =				

You can edit the historical time clock punches as described in Section 3.2 of this manual.

Timeclock Report for: 0 - John Smith					08:00am to 05:00am W1	
Day	MF	TP	Date	Hours		
Monday	M	R	04/13	9.00		
Tuesday	M	R	04/14	8.00		
Wednesday	M	R	04/15	9.01		
Thursday	M	R	04/16	8.00		
Friday	M	R	04/17	10.00		
Total hours worked =				44.01		

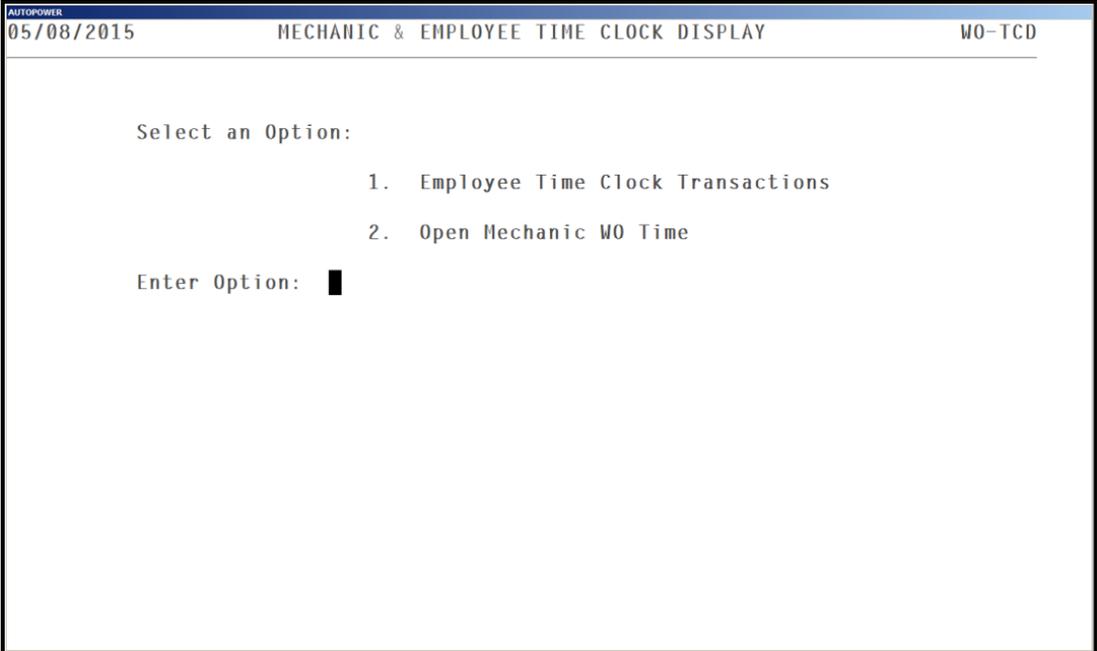
(C)hange Time, (E)nter Reg/OvrT Hours, or (Q)uit?: 0

Section 4.6 Display Clocked-in Employees

Employee Time Clock Transactions – This display will prompt for the employee number and display the time clock transactions that are currently in the Payroll Time clock Transaction file.

Open Mechanic Work Order Time - This display will list any open labor scans for work orders and the associated mechanics who are currently working on a job.

If there is currently no Payroll Time clock Transactions then you will see the message: There was no Payroll Time clock Transactions selected.



A screenshot of a terminal window titled "MECHANIC & EMPLOYEE TIME CLOCK DISPLAY". The window has a blue header bar with "AUTOPOWER" on the left, "05/08/2015" in the middle, and "WO-TCD" on the right. Below the header, the text "Select an Option:" is displayed. Underneath, there is a numbered list with two items: "1. Employee Time Clock Transactions" and "2. Open Mechanic WO Time". At the bottom, the text "Enter Option:" is followed by a solid black square cursor.

Section A.1 Employee Procedures

Clock in and out from any menu by entering **TC**.

1. Display current punches from any menu. This can be done on an "as needed" basis.
 - a. Enter **TC** from any menu.
 - b. Enter Salesman number.
 - c. Enter **TC** at the password prompt to display punched times in the current pay period.