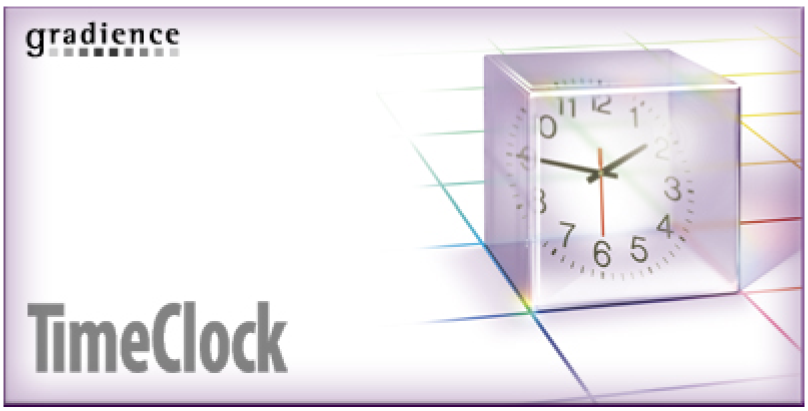
Gradience TimeClock™

User Manual



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Welcome!

Thank you for choosing **Gradience TimeClock 2007!** This application replaces mechanical time clocks, eliminating hand correcting and tallying of time cards and dramatically reducing payroll preparation time.

Gradience TimeClock features include:

Easy clocking in/out using keyboard, swipe card and fingerprint reader.
TC Remote software provides access to remote terminals swipe and punch entries.
Detailed time and date stamping of all entries, including employee and supervisor changes
Instant knowledge of employee status through a virtual in/out board
Fully customizable work schedules, rounding rules, overtime settings and more
Data export function to major payroll provider software
Direct transfer of time card runs into employee time sheets in **QuickBooks Pro** and **Premier Editions 2003 and higher**
Flexible security access for employee and managers alike
Integration with other Gradience programs simplifies data entry

When combined with Gradience Attendance 2007, this powerful tool provides a comprehensive time and attendance tracking system for your business.

Gradience TimeClock 2007 - New Features

Gradience TimeClock 2007 has a number of new features designed to improve your productivity and improve timekeeping. We've added the following features to help you become more efficient, and hope TimeClock will help streamline your timekeeping operations!

New features in TimeClock 2007 include:

- **Store and Forward** - Provides the ability for time stations to work off network. In past versions, constant network connectivity was required for time stations. This feature allows time stations to run off network, and then synchronize information once connected to the network.
- **New Reporting System** - The new reporting system allows for improved print handling, exports, and custom features, plus contains additional reports.
- **Shared Features -** Features under the **User Security** Features Tab are shared among Gradience Attendance, Records and TimeClock. For instance, **Locations and Departments** are common to all three programs, as are Global Settings.
- **Job Codes -** Assigns job codes to employees. This feature allows you to track codes for employees working in different business areas.
- **Shift Differential -** Allows for expanded usage of shifts information.
- **Intranet** - Track employee time (log in and log out functionality) using an intranet browser system.
- **Fingerprint Reader support** - TimeClock now allows the use of fingerprint readers for clock in/out purposes.
- **Improved Product Key handling -** You can now enter your product key during the software installation process.
- **Automatic updates** - Gradience can now be set to automatically check for updates via the Internet.

Unlocking the Demo

You can unlock your demo copy after a new installation, or after you have already installed the program.

New Installation

You can unlock your installation immediately, or run any Gradience application in Demo mode. Here's how:

- During the installation of any Gradience application, you will be prompted to enter your license key in the Product Key window.
- Enter the key in the Key field if you have it, or click Next to continue installing the application to run Gradience in Demo mode.
- After running the applications in Demo mode, you will periodically be reminded of the Demo trial period remaining and given the option to purchase Gradience Attendance, Records, or TimeClock.

Previous Installation

If you have already installed the demo of Attendance, you can unlock it by following the steps listed here.

- Open Gradience Attendance.
- Select **Alter Current Product License** from the Help menu.
- Select **EDIT** for the program you want to unlock and enter the Product Key you received with your purchase. This will be located inside of the **QuickStart Guide** and/or sent to your e-mail address.
- Click OK. If the confirmation message does not appear, verify that you entered the correct key. The Product Key is not case sensitive.

Note: There is a different product key for each Gradience product.

System Requirements

Minimum

Windows XP Home (SP2), Windows XP Professional (SP2), Windows 2000 Professional
Pentium III or Higher Processor
128 MB available RAM (Random Access Memory)
30 MB available hard disk space
Access to a CD-ROM drive
SVGA monitor with 800 x 600, 16-bit color depth or higher

Recommended

Windows XP Professional (SP2), Windows 2000 Professional, Windows 2003 Server or Windows Vista
Pentium IV or Higher Processor
512 MB available RAM (Random Access Memory)
60 MB available hard disk space CD-ROM drive
SVGA monitor with 1024 x 768, High Color or higher
Windows-compatible graphics quality printer

Network Requirements

The following network requirements apply to TimeClock:

- **Windows-based Server** or **PC** – The included database is not compatible with a non-Windows-based operating system, such as Novell. However, you may run the database on a Windows-based server or PC connected to a non-Windows based network.
- **A static (persistent) IP address** so that the database will be always connected to the client application.
- **Proper user license** – The database will only allow the purchased number of users to be connected at any one time to the database. **Wide-Area Networks** (WAN) require a WAN license based on the number of geographic locations. The Product Key is affixed to the inside cover of the **QuickStart Guide.**
- **CD-ROM drive** or access to our software downloads area on www.gradiencesupport.com.

License Options

Gradience products have similar licensing schemes. The options currently available are:

- **Basic** – Only one user can run the program at a time.
- **Professional** – Up to five users can run the program at the same time when connected to a single, common database.
- **Enterprise** – **Site License** – Any number of users can run the program at the same time when connected to a single, common database from a single site (location).
- **Wide Area Network (WAN)** – licenses for multiple locations are also available. Please call for more information.

Installing from the CD Menu

To begin installing Gradience follow these steps:

1. Close ALL running programs.
2. Insert the Gradience CD-ROM into the appropriate drive of your computer.
3. The menu will appear. Select which product you want to install. (If the installation menu does not appear, click **Start** > **Run**. The Run dialog will appear. In the dialog box type **D:\setup.exe** where D: is the letter of your CD-ROM drive. Click OK or press **Enter**.)
4. Once the installation procedure begins, follow the on-screen instructions to install the software. See **Setup Types** below for more information. It is recommended that you accept the default setting for each step of the install process. If you are installing the software in a network environment (Client-Server Installation), you should consult your network administrator prior to installation. You must have proper network rights in Windows 2000 and XP in order to install Gradience software.
5. When installation is complete, the Gradience program group will be added to your Start menu and a Gradience TimeClock icon will be on your desktop.

Setup Types

- **STANDALONE**: Use this option if you are installing to a standalone computer. This will install the application files (TimeClock Admin and TimeStation) and database files to your local drive.
- **SERVER**: This is the first of two steps in the Client-Server Installation, either for true client-server configurations or peer-to-peer network that may be using a workstation PC for the database. Choose this option to install the database and application files (TimeClock Admin and TimeStation) on the Server and before installing the Client application to PC workstations.
- **CLIENT**: This is the second step in the Client-Server installation. This will install the application files (TimeClock Admin and TimeStation) and ask for the Server Name and Database Path.

After clicking on a Setup Type, you will have the following options:

- **EXPRESS**: We recommended that you select this option if you are installing or upgrading Gradience for the first time. This will take you through the installation process with minimum user intervention.
- **CUSTOM**: This option is for Advanced Users who have specific installation needs, such as installing just the Time Station program on a client.

NOTE: A Client-Server Installation is recommended. The database is more secure than if you install it on a Standalone computer, especially when installing Gradience TimeClock. When running Gradience TimeClock on a Standalone computer, you run the risk of someone changing the clock settings and creating false time card entries. With a Client-Server Installation, the database and time are pulled from the server, not from the client workstation.

Installing Gradience TimeClock

This section explains how to install Gradience TimeClock to a Network or Standalone computer and answers frequently asked questions about installing.

Gradience TimeClock can be installed on a single standalone workstation or a network for database sharing among several users, depending on your needs.

Regardless of which license you purchased, you may install the database to a network directory for the purpose of backup. Please consult your network administrator before installing to a network directory.

Network Installation – (Client-Server)

Installing a Client-Server setup is a two-step process. You will need to install to the Server first and then to the Workstation(s).

To install to a network requires these items:

- **Windows-based Server** or **PC** – <u>The included database is not compatible with a non-Windows-based operating system, such as Novell</u>. However, you may run the database on a Windows-based server or PC connected to a Non-Windows based network.
- **A static (persistent) IP address** so that the database will be always connected to the client application.

- **Proper user license** – The database will only allow the purchased number of users to be connected at any one time to the database. Wide-Area Networks (WAN) require a WAN license based on the number of geographic locations. The Product Key is affixed to the inside cover of the CD sleeve.
- **CD-ROM drive** or access to our software product downloads area on www.gradiencesupport.com.

NOTE: Gradience cannot provide technical assistance with setting up or maintaining your computer network. Please consult your computer manufacturer or network administrator before contacting Gradience Technical Support.

Server Installation Instructions

Install to the Server first by following these instructions:

1. Insert the Gradience CD on the Server. (Follow the CD Menu Instructions above.)
2. At the **Setup Type,** select **Server**. Click Next.
3. Select Express. Click Next.
4. **IMPORTANT STEP!**: Write down the Server Name and Database Path EXACTLY as they appear on the screen.
5. Click “I have written this information down.” Click Close.
6. Click Next at the Current Settings screen. This will install the program files to the Server.
7. Click Finish. This will start the installation of the database files.
8. Click **Next**, then the **I Agree** button if you agree to the license.
9. After the installation, click **Finish**.
10. Follow the installation instructions for the Client Workstation.

NOTE: You only have to run the Server installation once. Then you may install multiple Clients for the Gradience Version of Attendance, Records, or Time Clock, if purchased, or run as a demo.

Client Workstation Installation Instructions

Install to the Client Workstation by following these instructions.

1. Insert the Gradience CD on the Client Workstation. (Follow the CD Menu Instructions above.)
2. Select **Client** as the Setup type.
3. Select **Express**, and then click **Next**.
4. Enter the Server Name and Database Path exactly as you wrote down from Step 4 of the Server Installation. Then Click **Next**.
5. Click **Next** at the Current Settings screen. This will install the program files to the Server.
6. Click Finish. This will start the installation of the needed files to run the database.
7. Click **Next**, then the **I Agree** button if you agree to the license.
8. After the installation, click **Finish**.
9. Install the Client for any other Gradience versions. (You do not have to install to the Server again.) You may also install to other Workstations, if needed.
10. Double-click on the desktop application shortcut; the default Login and Password are **ADMIN**.

Standalone Computer Installation Instructions

Installing to a Standalone Computer requires these items:

- **Product Key -** Printed on the inside of the QuickStart Guide that came with your purchase.
- The Gradience Version CD-ROM or Program Update from our web site.
- **A Computer** running a Windows-based operating system.

Installing to a Standalone Computer is quick and easy. Follow these steps:

1. Insert the Gradience CD on Standalone Computer. (Follow the CD Menu Instructions above.)
2. Select **Standalone** as the **Setup Type**.
3. Click on **Express**, then click **Next.**
4. Click **Next** at the Current Settings screen. This will install the program files.
5. Click **Finish**. This will start the installation of the database files.
6. Click **Next**, then the **I Agree** button if you agree to the license.
7. After the installation, click **Finish.**
8. Double-click on the desktop application shortcut; the default Login and Password are **ADMIN**.

IMPORTANT NOTE FOR VERSION 6 AND EARLIER USERS
Gradience TimeClock does not share the same database with Version 6 or earlier of Attendance and Records. You will need the Gradience Version to share the database among the three separate programs. For this reason, you should also upgrade Records to the Gradience Version at the same time as Attendance; otherwise, you may create multiple non-synchronized databases.

Quick Note About Peer-to-Peer Installations

A peer-to-peer connection allows you to share information between two computers without the need of a formal client-server connection. **The peer-to-peer connection must be in place before following these instructions**. See your Network Administrator for more details on setting up this type of connection.

On the host computer (the one on which you wish the database to reside), follow the instructions above for a Server installation. Write down the Server Name and Database Path when prompted. **Note:** The Server installation will install both the software client application and database files to the host computer. Then install the application Client on the other computer that will be sharing the information, entering the Server Name and Database Path when prompted.

Upgrading from Version 8 to Gradience 2007

If you're upgrading from version 8 to Gradience 2007, we recommend backing up your current data first, then simply run the installation program for Gradience 2007. Your database will be automatically converted the first time you start the program.

Upgrading from Version 7 to Gradience 2007

If you're upgrading from version 7 to Gradience, simply install Gradience 2007 on top of version 7. Opening Gradience for the first time will update the database to Gradience. The Gradience program must have exclusive use of the database to perform the update. Because all Gradience programs share the same database, you must upgrade all programs from Version 7 to Gradience at once. Using a version 7 application with a Gradience database could result in data loss.

Version 6 and Below

If you're upgrading from version 6 or below, you will need to upgrade to version 6 (if not already installed), and then convert the data to Gradience. Version 6 is on the Gradience CD under the BIN\Legacy directory. Please contact Technical Support for more details on this procedure.

Before You Begin

You should have the following information available:

1. Location and Department names
2. User Information (managers, supervisors, administrative assistants and others who will have access to the data)
3. Employee Data (Employee Name, Hire Date, Work Status (full or part time), Active Status (Active, Inactive, or Terminated), Location and Department, Day Work Hours and Week Hours). You will need additional information about employee schedules, overtime and rounding rules, payroll categories and codes, etc., to fully set up Gradience TimeClock.

Navigating the Management Windows

Gradience TimeClock is now easier to navigate than ever before. The main parts of the Gradience user interface are the Menu Bar, Program Bar, Feature Column, Employee Select Column, Selected Feature Pane and the Recent Features Pane.

Menu Bar

The menu bar includes the following options:

Menu	Description
File	**Maintenance** - **Backup Database**– Backs up the Gradience database.
	Export TimeClock Data -
	Import Data – Imports basic data into the database.
	Export Data – Exports basic data from the database.
	Delete – Deletes current employee record.
	Exit – Closes program.
	[**Employee Name(s)**] – The last seven employees that have been entered or edited will show here for quick navigation back to their record.
View	**Filter Page** – This option allows you to filter by Active, Inactive, Terminated, Full and Part Time Status.
	Open Reminders – Shows open reminders that have not been resolved and whose date has not passed.
	Checklist – Shows the Checklist for getting started.
	Welcome – Shows the Welcome Screen.
Settings	**User Security** – This screen allows you to set up user access.
	Global Preferences – This feature allows you to set up settings that affect features within the program.

	Guest Users – This option is for users who want to set up access to the database using a third party tool, such as Crystal Reports. **Reason Codes –** This allows you to set specific reasons when entering paid time for an employee. **Locations Departments –** This feature allows you to create your locations and departments. **Messages –** These messages will be seen when employees clock in and out. **Work Schedules –** Work Schedules allows you to set rounding rules (grace period) for employees clocking in/out. **Time Difference –** If you have multiple sites in different time zones, this option will allow you to set the difference in time for each computer connected to the database.
Reports	There are 12 different reports from basic employee information to viewing time cards and tracking deleted time clock entries (See Using Reports). You may also customize a report to fit most needs through Custom Reports.

Menu	Description
Help	**Contents –** This brings up the Help File for Gradience TimeClock. Note: Internet Explorer 4.x and above needs to be installed for this option to work. **System Information –** This gives you information about your computer, database path, and other information that is needed when speaking to Technical Support team. **About** – This shows the version number, type of license (Single User, five user, 10 user or Unlimited), and User Login Name. A link to the Technical Support site is also located here. **Alter Current Product License –** This allows you to enter a new Product Key Code.

Feature Column

The Feature Column includes the following options:

Button	**Description**
Employee Detail	**Employee Detail** allows you to add new employees and edit employee information. This screen is shared between Gradience Attendance, Confidential Employee Record and TimeClock.
In / Out Board	**In/Out Board** allows you to view the clock in/out status of employees at a glance.
Reminders	**Reminders** allows you to view, edit and create reminders.
TimeClock Access	**TimeClock Access** allows you to set up employee access to clock in/out. You may give employee access to create, edit and/or delete their own time entries.
TimeClock Entries	**TimeClock Entries** allow you to maintain employee time entries. You may view, add, delete and edit time entries as needed.
Time Card Runs	**Time Card Runs** allow you to view, print or export time cards

Toolbar

The Toolbar contains buttons that allow navigation between feature records and allows editing of employee information.

Starting Gradience TimeClock

Gradience TimeClock consists of two applications: the main application - **Gradience TimeClock Admin**- where administrative work is done, such as setting up logins, editing time cards and printing time card runs; and a separate application called the **Gradience TimeStation**, where your employees clock in and out.

NOTE: Separating the Admin and TimeStation applications is new to Version 8. In the previous version of TimeClock you had to go through the clock in/out screen to log into the Admin application.

To start the TimeStation, click **Start > Programs > Gradience > TimeStation** or double-click the program icon on the computer where your employees will clock in/out.

The TimeStation is where your employees will clock in and out. Employees may clock in and out using the keyboard or swipe card with magnetic stripe reader or TC Remote Terminal.

Opening the Management Screen

The Management screen allows you to view and edit employee time entries, run reports, and set program options. If you have the Gradience TimeClock (full program) installed on the same computer where user can clock in / out, you will have the option to log into the management screen by clicking **Management > Management Login**. Or you may get to it by clicking **Start** > **Programs** > **Gradience** > **TimeClock**.

NOTE: A Management (Administrator) Login is different from an Employee Login. A Management Login allows access to set up screens, time card entries and reports; Employee Login only allows employees to clock in/out and manage their individual time entries.

Logging into the Management screen

A user login is different from an employee login. An **employee login** (set under TimeClock Access) will only have access to the **My TimeClock** feature and to clock in and out. A **user login** (set under User Security) will allow managers, supervisors, and other administrators access to setup and maintain Gradience TimeClock.

Login and Password

If you're logging in for the first time, the default user login is **Admin**, and the default password is **Admin**. For security purposes, we highly recommend changing this password after you log into the Management screen.

Gradience TimeClock Checklist

For first time users, the Gradience TimeClock Checklist will appear. If you do not want this window to appear at startup, click **I am finished with the checklist**. To show this window from within Gradience TimeClock, choose **View > Checklist**.

The Checklist shows in order the sections that you should complete to get up and running quickly.

- Change the Admin password by going to Settings > User Security. We highly recommend changing the Admin password even if there aren't other users. If needed, set up access for others who will need to help you set up the program. If you need to give access to specific locations and departments, or individual employees, set these up first and then come back to User Security and complete security access. (See Setting Security Rights.)
- Create Locations and Departments (Creating Locations & Departments.)
- Set up Global Preferences. (Setting Up Global Preferences .)
- Set up preferences (Setting Up TimeClock Preferences.)
- Set up Reason Codes (Setting Up Reason Codes.)
- Create Work Schedules (Creating and Editing Work Schedules.)
- Add Employees (Adding a New Employee.)
- Assign TimeClock Access (Assigning TimeClock Access.)
- (Optional) Setting Up Gradience for Time Zone Differences (Dealing with Time Zone Differences)

Changing the Admin Password

The Admin login and password allows access to all features within Gradience. Changing the Admin password is quick and easy, and allows for greater security.

NOTE: The password should be one that you will easily remember but not easily guessed by those who know you. A combination of letters and numbers (no spaces or special characters) at least 8 characters long will make a good password.

To change the Admin password, follow these steps:

1. From within Gradience, go to **Settings > User Security**.
2. Enter a new password in the Password block. Then enter the password once more in the Verify Password block.
3. Click Save.

The next time you log in, you may use the new password.

Creating Locations & Departments

Locations and Departments are required and must be assigned to each of your Employees (See **Adding New Employees** to assign Location/Department to employees).

Note: When setting up Locations and Departments for the first time, a Location must be set up first, and then you may assign a Department to that Location.

Setting up Locations and Departments

Setting up Locations and Departments is a critical task and must be performed before you can proceed with other data entry steps. During the process, you will create Locations first, and then Departments afterward. Departments can then be assigned to Locations. Follow these steps:

1. Click on Settings and then Locations and Departments.
2. Click New and then select the New Location? menu item.
3. Enter the location name.
4. Click OK. If a helpful tip message box appears, read the tip and click OK to proceed.
5. Click New again to create other locations.
6. Now, click New and select the New Department? Item.
7. Enter the Department name.
8. Click **OK**.
9. Repeat the above steps as necessary for new locations and departments.
10. After all Locations and Departments are created, click the + sign next to the Location in the right pane.
11. Assign Departments by selecting (placing a check in) the box next to the Department name.

NOTE: As you add more locations and departments, you will see that each location has ALL of the departments you have created. However, only those departments that you assign to a location will show up when assigning them on other screens. You may not remove a Department from a Location if an Employee is still assigned to that Location/Department combination. After adding and editing locations and departments, you may need to restart Gradience Attendance before the changes become available for selection.

Setting Up Global Preferences

Global Preferences allows you to control your default program settings, such as Company Info, Report Options, and specific program options.

Before editing any of the Global Settings, you must first click the EDIT button. See below for detailed information on each tab.

Company Info Tab

The Company Information screen allows you to enter your company name, address and logo. We recommend entering the company name and logo as these will print out on Reports.

Feature	Description
Company Name	(Recommended) This will display on the report heading.
Address, City, State, Zip and County	(Optional)
Remove Current Logo	This allows you to unselect the current logo.
Assign New Logo	This allows you to select a new logo. This logo will display on the top left of reports.
Save Logo to disk	This allows you to save the current logo to disk or to your hard drive.

Editing Company Info

Follow these instructions to edit the company info:

1. After clicking on Settings, Global Preferences click Edit.
2. Enter Information as needed.
3. Click Save.

Adding a Company Logo

If you have your company logo available in a bitmap (. bmp) or jpeg (.jpg) file format, you can have this logo appear on reports. Gradience supports .bmp and .jpg file formats not to exceed 200x200 pixels in size. The logo will appear in the top left when you print a report.

To add a company logo, follow these steps:

1. Click Assign New Logo.
2. Navigate to the directory where the company logo is located. It can be in a .bmp or .jpg format no bigger than 200x200 pixels in size.
3. Click on the logo and then click on Open to select it.
4. Click the Save button.

Saving Logo to Disk

You may save the logo to a directory on a disk or hard drive. When you add a logo within Gradience, the logo is actually saved within the database file.

General Settings Tab

The General Settings screen allows you to enter the default hours in a day that employees will be assigned and allows use of the Forgotten Password Utility. This screen also allows settings for Forced Writes to Firebird and prompting to backup on exit.

Feature	**Description**
Epoch Setting	We strongly recommend keeping the default settings. This setting will allow the Gradience program to appropriately interpret any two-digit year entered that is between 1920 and 2019. For example, with the default Epoch setting of 1920: 1. If you enter a date (such as in the Hire Date field) of 03/05/01, the program will interpret this as 03/05/2001. 2. If you enter a date of 03/05/18, the program will interpret this as 03/05/1918. **Note:** If you need to enter a year prior to 1920 or after 2019 in a date field within the program, you may enter the year as a four-digit number.
Default Hours in a Day	These are the default hours that will be assigned when creating a new employee. The Day Hours on the Employee Detail screen will be filled in automatically with these default hours when a new employee is created.
National ID Number Format /Label	Selecting one of these options will allow you to set the mask for the National ID Number Format. The default mask is set to the USA SSN format. With this selected, whenever you enter a new employee, the dashes will automatically come up in the xxx-xx-xxxx format. The label is the title that will appear on the Employee Detail screen.

Feature	**Description**
Allow use of Forgotten	This option allows access to a utility that can be used, only with assistance from Technical Support, to gain access into the Gradience program. In order to use

Password Utility	this feature, we require that a statement on a company letterhead and signed by a supervisor, be sent by fax or mail stating that the user is allowed full access into the program. We keep statements on file. Call Technical Support if you have forgotten or lost your Gradience password.
Forced Writes for Interbase	· If running the Gradience database on a Standalone computer, this option will help to keep the database more stable. A Workstation is more prone to lock up or crash than a Server. If the Gradience database is installed on a Workstation and the program is open at the time the computer locks up or crashes, the database is prone to becoming corrupt and possibly not able to be repaired. A computer lockup or crash can be attributed to several things, including having too many programs open at the same time than what your computer memory can handle. · If the database is installed on a Workstation or Standalone computer, we recommend keeping this option checked. The performance may lag a little, but unless you have more than 800 employees, you may not even notice it. We also recommend having a current backup, created within Gradience or DB Monitor, available. If the database is installed on a Server, normally a backup of the whole Server is created on a daily or regular basis. We still recommend setting up Scheduled backups within DB Monitor, but having this option checked is not as important on a Server.
Prompt for backup on Exit	This option allows you to turn on or off the message prompting for backup when you close out of the program. Backups are very important. We recommend that you turn this feature off only if you have scheduled backups within the DB Monitor.

Report Options Tab

The Report Options settings affect how reports will appear by default.

Feature	Description
Print Preview	Toggles (turns on and off) showing preview first before printing.
Header Bold	Toggles bolding for Header Title
Header Line	Toggles putting a line under the Header Title
Header Shade	Toggles shading for Location or Department title row
Data Line	Toggles lines to separate data information
Print SSN	Toggles ability to show Social Security Numbers
Print Picture	Toggles ability to print Picture on printout
Print Totals	Toggles whether or not Totals show up on reports

Editing Report Options

To Edit Report Options, follow these steps:

1. Click EDIT.
2. Choose an option by clicking in the box.
3. Click Save.

Attendance Tab

The Attendance Tab will only show if Attendance is installed. Please see the Gradience Attendance manual for more details on this feature.

Setting Up TimeClock Preferences

The TimeClock Tab allows you to set global settings for Gradience TimeClock. This will also allow you to enable Attendance and TimeClock code sharing.

Feature	Description
Time Format	This allows you to set the time to display in military style or 12-hour style.
In/Out Board Settings	**a. Enabled**– This allows the user to view the In/Out Board from the main screen. **b. Display Time** – This will show the clock in/out time for the employee. **c. Require Login** – This causes the In/Out Board to require a login and password.
Time Display Rate	This causes the main clock to be viewed in seconds or minutes.
Attendance Code Sharing (See Setting Up Attendance Code Sharing for detailed information.)	If you have Gradience Attendance installed, the following options will be available: **a. Enable Code Sharing -** This will allow hours worked and paid time off codes to be shared between Gradience Attendance and TimeClock. For example, if a code "V" for Paid Vacation of 8 hours is entered on the Calendar in Gradience Attendance, this time will also be entered into Gradience TimeClock as a manual time entry of 8 hours.

Feature	Description
Attendance Code Sharing (Cont.)	**b. Enable Hours Worked Transactions Relation** - (**Enable Code Sharing** must be checked for this option to be available.) This allows the "W" code (Hours Worked) entry in Gradience Attendance to be entered as a manual time entry in Gradience TimeClock. **b. Reported Payroll Description Columns** - Reason Code = Payroll Code Description = Related Attendance Absence Code. **Note:** Reason Codes and Payroll Code Descriptions must be set up before assigning the Reported Payroll Description Columns. (See Setting Up Reason Codes .)
Sync with the server every 120 second(s)	This is how often the client will synchronize the main clock with the server.
User must login/punch within 30 second(s)	Once a user enters the first character into the login screen, a countdown timer starts. If a user doesn't finish entering his or her login and password within the allotted time, the screen will reset the main clock screen.
Enable Swipe Card Usage	This allows you to enable the use of swipe cards. (Swipe cards and swipe card reader required.)
Require Password when Swiping	Users will be required to enter a password when swiping in.
Enable "Auto Clocking"	This enables the "smart" clocking feature. When users clock in the first time, the program clocks them **in**. The next time the user will be clocked **out** and so on. If 13 or more hours pass between punches, this feature will be reset and will take the next punch as an In punch.
Require Password for manual Employee Login	Users will be required to enter a password when clocking in/out.
Require Password for access to My TimeClock	Users will be required to enter a password when going into the My TimeClock feature.
Request confirmation if user is double clocking	Double clocking is defined as two In punches or two Out punches in a row. If a user tries to clock in/out twice in a row (within a 13-hour period), a message box will pop up asking for confirmation.

Setting Up Reason Codes

You may get to Reason codes by going to **Settings > Reason Codes**.

When you make a change to a punch entry, you are required to enter a reason for the change. All changes, such as deleting or editing a punch entry, are tracked and recorded. Reason Codes allow you to create these reasons customized for your company. There are different types of reasons:

Feature	Description
Use for Punch Changes	Reasons you would use when **making a change** to a punch. For example, you might enter a punch time for an employee because he or she forgot to punch in. (The reason would be Forgot to Punch.)
Use For Deleted Entries	Reasons you would use when deleting a punch or time entry. For example, you would delete a punch or time entry because someone punched in twice. (The reason would be User Error.)
Use For Time Entries (Manual Time Entries)	Reasons you would use when **entering** a manual time entry. For example, you may want to enter 8 hours of Paid Vacation for an employee. (The reason would be Paid Vacation.) This reason is also associated to Gradience Attendance, if code sharing is checked.

Typical reason codes could be Forgot a Punch, User Error, or Computer Down. For example, if the new employee, Josh, came in at 8:30 AM and forgot to clock in, Josh's supervisor would need to create a punch entry for 8:30 AM so that Josh gets credit for that time.

Feature	Description
Reason Code	This is the name of the reason (PTO, Sick, Personal, User Error, etc).
Enabled	When checked, this allows the reason code to show up when editing time on the TimeClock Entries screen.
Use for Punch Changes	These are Reason Codes that you want to see when you're doing a manual punch (Clock In or Out) change. A punch change changes or adds a specific punch in/out time entry. This is different from giving a full or partial day (see **Use for Time Entries** below).
Use for Deleted Changes	Whenever you delete an entry, you'll need to enter a reason. These are the Reason Codes that you want to show up when DELETING an entry.
Use for Time Entries	These are reasons that you only want to see when entering a manual time entry, such as Vacation, Personal, Sick, etc. A manual time entry is normally entered to give a full or partial day. For example, you might enter 4 or 8 hours of time for an employee that is on Vacation. These reasons are different from giving a single entry for punching in or out for a specific time (see **Use for Punch Changes** above).
Count Towards Overtime Calculations	When checked, this setting tells TimeClock to count time under this Reason Code towards overtime.
Payroll Code Description	(Optional) Enter a Payroll Code Description. This description will show up on the Time Card Runs report. If a Payroll Code Description is not entered, time will be shown in the "Other" column on reports.
Payroll Code Number	(Optional) Enter your company's Payroll Code Number. This payroll code number will show up when exporting time card runs.
Related Attendance Absence Code -This option will only be	This allows an Absence Code from Gradience Attendance to be directly related to a Reason Code in Gradience TimeClock.

available if the Enable Code Sharing is checked (under **Global Preferences > TimeClock** Tab).	When an absence or time worked code is entered on the Attendance Calendar, this entry will be entered in TimeClock according to the related Reason Code. Similarly, when you create a manual entry with a Reason Code in TimeClock, an Absence Code appears on the Attendance calendar screen.

Creating a New Reason Code

To create a new reason, follow these steps:

1. Go to **Settings > Reason Codes**.
2. Click **New**.
3. Enter a reason for the following:
    - Reasons you would use when making a change to a punch.
    - Reasons you would use when deleting a punch or time entry.
    - Reasons you would use when entering a manual time entry.

NOTE: You can select multiple uses for a reason code. For example, when using the reason code "Off Site," you may want to be able to select this when entering a punch change or when entering a full or partial amount of time.

4. Select **Enabled**. This will allow the reason to be selected when making changes.
5. Click **Save**.

Work Schedules

You may get to Work Schedules by going to **Settings > Work Schedules**.

There are some things in life that nobody has control over that may make an employee late for work. Many companies give a grace period to employees when punching in or out to cover these occasional events. Setting up a Work Schedule allows you to give a grace period from 2 to 60 minutes. You may run an Exceptions report to show if employees are abusing this right.

Schedule is not set up or assigned, employees will be clocked in/out with no rounding or overtime rules. You will also not be able to run the Punch Exceptions Report.

Under Work Schedules, you may also set up overtime and punch schedules and rules that govern how to handle shifts that go over midnight into another day. You will need to set up your rounding rule (Work Schedule) and assign that rule to each employee. The most common rounding rules of 6, 10, and 15 minutes have already been set up for you.

To set up your rounding rules, go to the Settings menu, then Work Schedules. (See Create and Edit Work Schedules for detailed instructions on setting up Work Schedules.)

To assign a Work Schedule to an employee, go to the TimeClock Access Feature, then Current Work Schedule. (See Assigning TimeClock Access.)

Printing Work Schedules

You may print all current Work Schedules by going to **Settings > Work Schedules** and clicking on the Printer icon.

Printing Employee Assigned Worked Schedules

To print the work schedules are assigned to employees, go to **Reports > Work Schedule Assignments**.

Adding Employees

You may get to the Employee Detail Feature by selecting Employee Detail under the Feature Column.

All employees are entered through the Employee Detail screen. From here, you can enter their names, Social Security Numbers (optional), Hire Dates, Job Titles, and other pertinent information. This information is shared between Gradience Attendance, Records and TimeClock. This means that when you enter this information in one program, you'll be able to see it in the other Gradience programs.

Required Fields

The following fields are required: **First Name**, **Last Name**, **Hire Date**, **Work Status**, **Employment Status**, **Location**, **Department**, and **Day Hours**. **SSN** is not required in Gradience, but may be required when exporting Time Card Runs for certain payroll programs.

To add a new employee, click **New**. (See Required Fields.) Click **Save** after entering employee information.
NOTE: Locations and departments must be set up before entering new employees. (See **Locations/Departments** to set these up.)

Assigning TimeClock Access

In order to allow employees to clock in and out, **Enable Employee TimeClock Access** will need to be checked under **TimeClock Access**. You may also give employees access to create, edit and/or delete their own time entries.

To assign access to an employee, follow these steps:

1. Select the employee that you want to allow to clock in/out by clicking on his or her name in the browse window.
2. Select the **TimeClock Access** button.
3. Enter a login name. The employee will use this to login to clock in/out and to gain access to the **My TimeClock** feature. **My TimeClock** allows employees to see their time entries.
4. Enter a password, and enter it again in the Verify Password block.

See Also: Giving Employee's Access (Managing Employee Records)
Setting up Employee Access (Fingerprint Set Up)

Creating TimeClock Messages

To get to the TimeClock Messages screen, go to **Settings > Messages**.

This screen allows you to enter messages that employees will see when they clock in or out. You may even set how long the message will stay on the screen.

To display a message, type your message in the message block for either Clock In or Clock Out Message, then click **Save**.

NOTE: The Clock In message will display whenever an employee clocks in, and the Clock Out message will display whenever an employee clocks out. For example, when an employee clocks in to begin the workday, the Clock In message will display. This same message will display when the employee clocks in from lunch.

Reminders

The Reminders feature will show you all open (unresolved) reminders and allow you to create, delete and resolve reminders. If you have created a reminder it will show up when you first open the program, starting on the reminder date. Reminders will continue to display until you click Resolve.

Reminders Tool Bar and Pane Layout

Tool Bar

First-Prior-Next-Last arrows – navigates through selected reminders
New – Creates a new reminder
Edit – Allows you to make changes to a reminder
Save – Saves reminder
Cancel – Cancels current changes
Delete – Deletes selected reminder
Print – Lets you print the Reminders report for selected employees
Help – Brings up help for this screen

Pane Layout
Reminder Date – Date reminder should first display
Title – Heading of reminder
Resolved – Checkbox displays checked for resolved or unchecked for open (unresolved)
Employee Name – Displays name of employee that reminder is associated with
User – Displays name of user that reminder will display for
Description – The purpose of the reminder shows here

Filters

User – Allows you to view reminders associated with specific users (must have access to Reminders, Assign Users under User Security)
Show Resolved – Displays Resolved reminders only
Show Unresolved – Displays Unresolved (open) reminders only

Creating a New Reminder

There are two types of reminders in Gradience:

- **One Time Reminders** – These are reminders that are only meant to remind you of a one-time event, such as filing an Absence Report at the end of the year.
- **Recurring Reminders** – These remind you of the following recurring events:
  - Anniversaries (Gradience Attendance)
  - Birthdays, Performance Reviews, and I-9 Renewals (available if Gradience Records is also installed)

Setting a Reminder

One Time Reminder

1. Click on **Reminders** from the Features Column.
2. Click **New**.
3. Select (check) One Time Reminder.
4. Enter a Title and Reminder Date
5. If you want the reminder to be associated with specific employees, select the checkbox "Assign to all selected (checked) employees." This is optional and will create a separate reminder that is associated with each employee.
6. If you selected the checkbox in Step 5, you will need to select (check) any employees that this reminder is about in the Employee Select Column. Otherwise, skip to the next step.
7. By default, the User's name will default to the login that was used to enter the program. Change this if you want the reminder to come up for another user, or you may select Global which allows the reminder to come up for all users logging in. **Note**: You must have access to Reminders, Assign Users and Reminders, Assign Global under User Security to be able to change this option.
8. Enter a description of the reminder, if needed.
9. Click **Save**.

Recurring Reminder

1. To create a recurring reminder, follow these steps:
2. Select Reminders from the feature list.
3. Click New.
4. Select (check) Recurring Reminder.
5. Select the type of reminder: Anniversary, Birthday, Performance Review, or I-9 Renewal.
6. Select a Through Date (when do you want to stop the reminder from occurring).
7. Select how many days you want to be reminded before the event.
8. By default, the User's name will default to the login that was used to enter the program. Change this if you want the reminder to come up for another user, or you may select Global, which allows the reminder to come up for all users logging in. **Note**: You must have access to Reminders, Assign Users and Reminders, Assign Global under User Security to be able to change this option.
9. Enter a description of the reminder, if needed.
10. Click Save.

Deleting Reminders

Reminders are deleted from the Main Reminders screen by clicking on the Delete icon.

Editing Reminders

There are two ways to edit reminders:

1. **Main Reminders screen -** From the main Reminders screen you can edit the following columns just by clicking in the field: Reminder Date, Title, Resolved and Description.
2. **Edit Reminders screen -** Clicking on Edit from the main Reminders screen will bring up the Edit Reminder screen. You may also double-click on the title of a reminder. The Edit Reminders screen allows you to change the Title, Reminder Date, User and Description.
   Note: If you need to change the Employee Name that this reminder is about, you'll need to delete the reminder and then re-add it.

Open Reminders

Open reminders will appear for the user they are assigned unless the Global option is checked. If a reminder is marked with Global, then it will show for all users. You may view open reminders by opening the program or selecting Reminders from the feature list.

Note: If you have security access to "Reminders, Assign Users" (See User Security), you may view reminders set up by other users. You may also resolve reminders from the Open Reminders screen.

Dealing with Time Zone Differences

If you have departments in different time zones that are connected to the same Gradience database, you can set up Gradience to account for the time differences. Without this feature, all punch times, whether in different time zones or not, will have the time of the Server where the database resides.

An example of using Time Difference: If the main server is in Florida, and someone clocks in from Utah (2 hours behind), the punch time would be recorded at Utah's time, like it should.

To get to Time Difference, go to **Settings > Time Difference.**

To set up computer time differences, follow these steps:

1. Have each computer open Gradience TimeClock (and then exit) at least once before continuing. Each computer should be connected to the same database. They do not have to sign into the Manager's Section; just open Gradience TimeClock to the first screen with the clock.
2. Setting the time difference should be done from the main server where the database resides. From **Settings** > **Time Difference**, you should see the name of each computer.
3. Enter a Difference Reason for each computer. The reason could be the department name, state or anything else to remind you where that computer is located. Computer names will not always be descriptive.
4. Enter the time difference. Enter time zones behind you with a number to include the minus sign.
5. Click Save.

Any punches from the different time zones will be clocked in at their respective times.

TimeClock & Attendance Code Sharing

Gradience TimeClock and Gradience Attendance can be fully integrated. This means that absence codes (paid time off) entered in Attendance are also automatically entered into TimeClock, such as Vacation.

Example: Linda takes a vacation day; her supervisor enters this time as a Vacation (Reason Code) in Gradience TimeClock so that she is paid for that day. With Gradience integration set up, this time will also show on the calendar in Attendance as a V – Paid Vacation day.

Setting Up Attendance Code Sharing

Provided you own Gradience Attendance 2007, you can set up code sharing between TimeClock and Attendance. Perform the following steps in the order listed:

1. Enable **Attendance Code Sharing** in the **Global Settings window > TimeClock tab**
2. Set up **Reason Codes**
3. Set up **Payroll Code Descriptions**
4. Set up **Related Attendance Absence Codes**

Enable Attendance Code Sharing

The first step is to enable (turn on) the Attendance integration. You would do this from **Settings > Global Preferences > Global Settings window > TimeClock** Tab.

1. Under **Attendance Code Sharing** on the TimeClock Tab, click **Enable Code Sharing**.
2. You may also select **Enable Hours Worked Transactions Relation** if you are going to enter Hours Worked (W Code) on the calendar in Attendance. With this option selected, when a W Code is entered on the calendar screen the time will also be automatically entered in TimeClock.

Set Up Reason Codes

(See Setting Up Reasons Codes for detailed information)

After turning on the Attendance Code Sharing, the next step is to set up Reason Codes. You may already have Reason Codes set up; if so, go to the next step of setting up payroll code descriptions. Reason Codes allow you to select specific reasons when entering a manual time entry. Some examples of Reason Codes are: Vacation, Sick, Personal, Computer Down, Corrected Time Entry, etc.

Example: Using the example above where Linda takes a vacation day, when the supervisor enters a manual entry in TimeClock to record the time off, the time is entered as 8 hours and the reason code is Vacation.

Feature	**Description**
Reason Codes	Reason Codes are required reasons when changing a punch entry or entering a manual entry.
Payroll Codes	**Payroll Codes** are descriptions that will show on reports and are related to Reason Codes and Absence Codes.
Related Attendance Absence Codes	**Related Absence Codes** will allow absences that are entered on the Calendar screen to also be reported in TimeClock.

To set up Reason Codes, go to **Settings > Reason Codes**.

When entering a manual time entry, whether correcting an entry, or entering time for someone out on vacation, requires a reason. The three types of reasons are: Punch Changes (making a change to a punch time entry), Manual time entries (entering a time entry for 8 hours Vacation, etc.), and Deleted time entries.

The Reason Code window can be broken down into 3 parts: **Reason Code**, **Payroll Code Description**, and **Related Attendance Absence Code**.

Set Up Payroll Code Descriptions and Numbers

(See Set Up Payroll Code Descriptions for detailed information.)
A Payroll Code Description is related to a Reason Code and Absence Code. The Payroll Code is the description that will show up on reports (such as the Time Card Runs report).

Example: A **Reason Code** of Vacation is set up. When someone takes a vacation day, a manual entry (from the TimeClock Entries screen) is created and given the Reason of Vacation. A **Payroll Code** Description of Paid Vacation is set up relating it to the **Reason Code** (Vacation). When a time card report is run it will show the Payroll Code Description of Paid Vacation (the Payroll Code is what will appear on reports). When that manual entry with the Vacation Reason Code is created, it will also create an entry on the Calendar in Gradience Attendance under the V- Paid Vacation absence code.

Set Up Payroll Description Columns for Reports

When running a report, such as the Time Card Runs report, only two payroll descriptions will show, along with Regular Hours and Overtime hours, due to space constraints. If there are any other payroll code descriptions, they will show up in the Other Column. The Time Card Runs (Extended) report will show all payroll descriptions in a column format.

After setting up the Payroll Code Descriptions, you'll be able to set up which two payroll codes you'll want to see, in addition to Regular Hours and Overtime Hours; time for all other payroll codes will be combined into the Other Column.

To set up the two Payroll Description Columns, follow these steps:

1. Go to **Settings > Global Preferences > TimeClock** Tab**. Payroll Description Columns for Reports**, locate **First Column** and **Second Column**.
2. Click on the drop-down arrow for **First Column** and select which payroll code you'll like to show up on the Time Card Runs report.
3. Then click on the drop-down arrow for **Second Column** and select another payroll code.
4. Click **Save**.
5. Close all the way out of the program and open it back up to refresh the data.

Set Up Attendance Absence Codes

Once the Attendance Integration is enabled, you'll be able to relate Reason Codes in TimeClock to Absence Codes in Attendance. When you enter an Absence Code onto the Calendar that is related to a Reason Code, this will create an entry in TimeClock.

Example: We have a **Reason Code** of Vacation = **Payroll Code Description** of Paid Vacation **= Related Attendance Absence Code** of V – Paid Vacation; when entering a **V** Code on the Calendar of 8 hours, this time will automatically be entered in TimeClock as 8 hours of **Vacation** (Reason Code). And this time will be shown on the Time Card Run report as 8 hours of **Paid Vacation**(Payroll Code Description).

With code sharing set up, this is how it will work:

From the Calendar screen, we enter a **V** – **Paid Vacation** day (Related Absence Code) on June 5, 2002.

From the TimeClock Entries screen, we can see it reports the 7 hours as Paid Vacation (Payroll Code Description).

If we double-click on the Changed By Date at the bottom of the TimeClock Entries screen, we can see Vacation as the Reason for Change (Reason Code).

And we can see that it shows our columns of Paid Vacation (First Column) and Paid Personal (Second Column) with 16 hours Paid Vacation showing for Neil Adams.

And it will work the opposite way if we enter a manual entry in TimeClock, it will display in Attendance.

Setting Security Rights

Due to the confidential nature of information stored in Gradience TimeClock, security is always turned on. This will help prevent unauthorized persons from accessing critical employee data. The use of security is required, and setting up access to TimeClock and any other Gradience programs you have should be the second thing you do. The first thing you should do is set up Locations and Departments.

You may set up access for managers to view only their departments and/or view specific employees from other departments. You may also set up employees to have read-only access to their records.

Managers Access (User) Vs. Employee Access
There are two main levels of security to Gradience TimeClock: Employee Level and Manager (or Administrator Level). An employee can be given access to clock in/out and even to create, edit, or delete his or her own time entries. Access for employees are given from **TimeClock Access**. Managers, Supervisors or Administrative Assistants are given user access through **User Security**. This allows managers to be given access to select features within the TimeClock management screens.

User Security

User Security for the Detail Tab

The Detail Tab has features that are common to the Gradience programs. Common Features refer to features that are shared among Gradience Attendance, Records and TimeClock. For example, the Detail Tab and Locations/Departments are common to all three programs. Even if you only have one of the listed programs you will need to follow these instructions to set up user access rights.

Search For This allows searches by User Name.

Save As This allows you to create new user log ins based on access rights of another user.

The User Security window has the following features:

Feature*	Description
Employee Record Access	This allows access to view, add or delete employee records.
Detail	This allows access to the Detail Tab on the main screen.
View SSN	This allows access to view Social Security Numbers.
Run Reports	This allows access to run reports.
Reminders	This allows access to add and delete reminders.
Reminders, Assign Global	This allows access to assign reminders as Global.
Reminders, Assign Users	This allows access to assign reminders to other users.
User Security	This allows access to add, edit, and delete users and user access.
Location/Department Maint	This allows access to assign location/department access for users.
Global Preferences	This allows access to edit global preferences.
Database Monitor	This allows access to the DB Monitor.
Database Backup	This allows access to Backup from the DB Monitor.
Database Restore	This allows access to Restore from the DB Monitor.
Alter Product License	This allows access to change the Product License.
Conversion	This allows access to run the Conversion Utility.
Custom Reports	This allows access to create/edit customized reports.
Import	This allows access to import data.
Export	This allows access to export data.
Guest Users	This allows access to set up Guest Users to manipulate the data from another program, such as Crystal Reports.

** The above features are shared between Gradience Attendance, Records and TimeClock. This means that the Detail screen under User Security is the same screen in all three programs*.

TimeClock Tab

Feature	Description
TimeClock Entries	This allows access to the TimeClock Entries screen.
TimeClock Access	This allows access to the TimeClock Access screen.
Work Schedules	This allows access to the Work Schedules screen. (See **Setting up a Work Schedule**.)
Time Card Runs	This allows access to the Time Card Runs screen.
Feature	**Description**
TimeClock Settings	This allows access to the TimeClock Settings screen.
Messages	This allows access to the TimeClock Messages screen.
Time Codes	This allows access to the Time Codes screen.
In/Out Board	This allows access to the In/Out Board.
Export Data	This allows access to Export Data from the reports.

Setting Up a User for Security Access

When setting up a new user, you'll need to make sure you set access rights under the User Security Detail Tab, Location/Department Tab and the appropriate program tab.

Setting up access to common features (**Detail tab**).

1. Click **New** from **User Security >** Detail screen.
2. Enter **Log In** and **Password** (letters and numbers only) and user's **Full Name**.
3. Select options for **Displaying Reminder Alarms** and **Hints** for this login.
4. Select **Yes** to allow the user to begin logging in after giving access. Setting this option to NO is a good security measure when users are out of the office for a number of days.
5. Select what type of Feature Access users will have by clicking in the Feature Access Rights block.
6. Clicking on the arrow will allow you to select from the following:

    - **NO ACCESS** – No access to selected feature
    - **READ ONLY** – This allows user to view only, he or she cannot make any changes
    - **READ WRITE** – This allows user to view, add, and edit; no deleting allowed
    - **READ WRITE DELETE** – This allows user full editing rights
    - **YES** – This allows access
    - **NO** – No access to feature

7. Click Save.

User Security for the Attendance Tab

The Attendance Tab will only be shown if Gradience Attendance is installed. Please see the Gradience Attendance manual's User Security section for more information.

User Security for the Records tab

The Records Tab will only be shown if Gradience Records is installed. Please see the Gradience Records manual's User Security section for more information. Once you have followed the above steps, the user can log in with their login and password with their assigned access rights.

Tip: You may click **Save As** from the **User Security** screen if you already have a user with access rights you want to copy and give to another user. The selected user must be highlighted first. See Also: Setting up a User for Security Access

When setting up a new user, you'll need to make sure you set access rights under the User Security Detail Tab, Location/Department Tab and the appropriate program tab.

Setting up access to common features (**Detail tab**).

1. Click **New** from **User Security >** Detail screen.
2. Enter **Log In** and Password (letters and numbers only) and user's Full **Name.**
3. Select options for **Displaying Reminder Alarms** and **Hints** for this login.
4. Select **Yes** to allow the user to begin logging in after giving access. Setting this option to NO is a good security measure when users are out of the office for a number of days.
5. Select what type of Feature Access users will have by clicking in the Feature Access Rights block.
6. Clicking on the arrow will allow you to select from the following:
    - **NO ACCESS**– No access to selected feature
    - **READ ONLY**– This allows user to view only, he or she cannot make any changes
    - **READ WRITE**– This allows user to view, add, and edit; no deleting allowed
    - **READ WRITE DELETE**– This allows user full editing rights
    - **YES**– This allows access

- **NO**– No access to feature

7. Click Save. User Security for the Records tab

The Records Tab will only be shown if Gradience Records is installed. Please see the Gradience Records manual's User Security section for more information. Once you have followed the above steps, the user can log in with their login and password with their assigned access rights.

Tip: You may click **Save As** from the **User Security** screen if you already have a user with access rights you want to copy and give to another user. The selected user must be highlighted first.

See Also: Setting up user access for use w/ Fingerprint Reader

Clocking In/Out

There are two ways to clock in and out of Gradience TimeClock, and both are described below. You can use a keyboard or a magnetic swipe card using a card reader. Gradience TimeClock may be installed on one or two central computers or on all of your employees' computers so they may clock in/out from their desk.

Note: Employees use the Gradience TimeStation to clock in/out while managers and supervisors use the Gradience TimeClock Admin portion of the program to manage employee time.

We have made clocking in/out as easy as possible. Employees clock in and out from the Gradience TimeStation application. Employees may clock in using the keyboard or using a magnetic stripe card (swipe card) and card reader.

Using a swipe card and card reader allows for faster clocking in/out, but may not always be cost effective. You may install Gradience TimeStation on your employee's computers and allow them to clock in/out from their desks. (See the Software License Agreement at the front of the manual.)

See Also: Clocking In/Out using the Fingerprint Reader

Clocking In Using the Keyboard

Before being able to clock in and out, an employee must have TimeClock access. (See Assigning TimeClock Access.) To clock in using the keyboard, employees would enter their logins and passwords and click on Clock In (F5) or Clock Out (F8).

Employees that are given time clock access also have access to the My TimeClock feature. My TimeClock allows employees to see their own time cards. If given the proper rights, employees may also create, edit and delete their own time entries within My TimeClock.

Clocking In Using Swipe Card and Card Reader

If you have a magnetic stripe card reader and cards, purchased separately, it will log employees in/out and allow them to get into **My TimeClock** without having to enter a login and password.

As an added security feature, you may require that an employee enter a password, even while usi ng a swipe card. This may cut down on an employee clocking in/out for another employee.

Remote Terminals

This section explains how our program works with remote terminals. A remote terminal is a data collection station that looks like a 10-key pad with a magnetic stripe card reader attached. The remote terminal is connected by a network cable that allows you to have a small data collection station in areas where you don't want or need to have a full computer and monitor setup.

A remote terminal collects the data (such as someone clocking in/out) and sends the information to the database where it processes the data through stored procedures. In other words, it does all the processing at the Server where the database resides. The remote terminal has a live connection to the Server, so if the Server goes down, employees will not be able to clock in or out until the Server connection is restored.

Setting Up a Remote Terminal

To set up a remote terminal you will need the following:

- One or more TimeClock Remote hardware clocking stations
- Gradience Remote Terminal Program
- Gradience TimeClock Program
- Static IP Address

The Remote Terminal Program allows you to enter an IP Address of the Remote Terminal.

You can set up the remote terminal anywhere you can setup a connection to the network.

Setting the IP Address on a remote terminal

1. Have your Network Administrator set up a static IP Address for each remote terminal you plan to implement. NOTE: Technical Support cannot assist in setting this up.
2. Connect the Remote Terminal to your network through an Ethernet cable

TimeClock Ethernet Terminal

TimeClock Ethernet Terminals are small, low cost data collection devices that communicate with Gradience TimeClock over a TCP/IP network. The network interface supports both 10BaseT and 100BaseT Ethernet connections. The operator interface consists of an LCD display and membrane switch keypad with additional operator input options for barcode, mag-stripe, and auxiliary RS-232 serial port.

Theory of Operation

When the TimeClock Remote terminal is connected to an Ethernet network it functions similar to a "dumb" terminal. The host software can send commands and displayable messages to the terminal via the network. User input is entered at the keypad or mag-stripe reader and is sent to the host software. To minimize network traffic, the user input is transferred as complete strings instead of character by character. Strings are terminated by the "Enter" key and terminated with the ASCII <CR> & <LF> characters. The mag-stripe input automatically includes the "Enter" function.

Terminal Emulation

The ET214 terminal has two (2) emulation modes, the "Virtual Terminal Command" (VTC) mode and the "ANSI Emulation Mode". The VTC mode provides a unique but simple protocol that eliminates the need to know all the particulars of the lower level ANSI protocol. The ANSI emulation mode is a subset of the standard ANSI terminal protocol that supports most of the standard display manipulation command set. For more information on these emulation modes see the “Software Interface” section.

Network Interface

The TimeClock Remote terminal connects to a 10BaseT or 100BaseT hub via a standard RJ-45 Ethernet cable. From a network perspective, it occupies a single “socket” at a specified TCP/IP address and port number. The device must be configured with a unique IP address, net mask, and port number BEFORE it is installed on the network (see “Network Configuration Mode”). The host software communicates with the terminal by establishing a connection with the terminal and then sending and receiving ASCII text command strings.

Operator Interface

The TimeClock Remote includes an LCD display and a numeric keypad as the primary operator console interface. In addition, the terminal may include optional barcode and/or mag-stripe input readers and an auxiliary RS-232 serial port for connection of a serial input device.

Display

The TimeClock Remote display is a two (2) line by twenty four (24) column LCD character display. It can display the 96 standard ASCII characters and 96 non-standard symbols in a 5 x 7 dot matrix font. The cursor position is identified by a blinking box and can be positioned under software control. A display back light is available as an option for low light installations.

Keypad

The TimeClock Remote operator keyboard consists of a four (4) row by six (6) column membrane switch keypad. Two (2) shift keys **(“S1”** & **“S2**”) are provided to generate upper case alpha characters and several special characters. The keypad also includes “IN” and “OUT” keys for manually clocking in/out and “YES” and “NO” keys for answering program questions.

Default Alpha/Numeric Mode

The shift keys **("S1"** & “**S2**") are used to expand the number of ASCII characters that can be generated by the keypad. Holding down a shift key and pressing one of the other 22 keys generates an alternate ASCII character. For example, holding down **"S2"** and pressing the **"7"** key generates the ASCII "B" code. In addition, holding down both shift keys and pressing a function key results in a special local terminal function. The following table shows the assigned local terminal functions.

Key Combination	Local Function
Pressing Bottom Row Character	Enters the bottom character. For example, pressing “7” enters the number “7” on the keypad.
S1 & [top left character]	Enters the top left character. For example, pressing “S1” & “A” enters the letter “A” on the keypad.
S2 & [top right character]	Enters the top left character. For example, pressing “S2” & “B” enters the letter “B” on the keypad.
S1 & S2 + IN	Enter Network Configuration Mode
S1 & S2 + OUT	Enter Configuration Mode
S1 & S2 + Cancel	Reboot Terminal – Reboot requires reconnecting through the TC Remote program

Setup & Configuration

It is strongly recommended that you read these instructions on setting up and configuring the TimeClock Remote terminal BEFORE attempting to install it.

The TimeClock Remote terminal must be configured for Gradience TimeClock BEFORE it can be installed and used on the network. Configuration parameters can be modified through the operator console and are saved in non-volatile memory. Network communication parameters are entered with the “Network Configuration Mode” and the console parameters are modified with the “Console Configuration Mode”.

Configuring the TimeClock Remote terminal is done in three steps:

1. Configuring the Network Configuration.
2. Configuring the Console Configuration.
3. Setting Up the TC Remote program.

Network Configuration Mode

The Network Configuration Mode is used to configure the TimeClock Remote communications parameters. These parameters must be set BEFORE the terminal is installed on the network. Holding down the “S1” & “S2” shift keys and pressing the “IN” key will start this mode. A menu will be displayed and pressing the “2” key will allow access to the network parameters. The display will present a series of configuration parameters and their current values. A value can be changed using the keypad and pressing the “Enter” key. After the last parameter is entered the values are saved in memory and the menu is display again. Exit from the “Network Configuration Mode” is accomplished by pressing the “Enter” key at the menu.

The following table summarizes the “Network Configuration Mode” parameters and the VTC command names used to change them. **NOTE:** Only the MYIP, NETMASK, and MODE parameters need to be configured to work with Gradience TimeClock.

Name	Default Value	Description
MYIP	192.168.168.50	Defines the unique network address of this terminal. This value must be set BEFORE installing the device on a network. The default value may NOT be appropriate and a new address should be obtained from the network administrator.
NETMASK	255.255.255.0	Defines the network mask for the IP address. This value must be set BEFORE installing the device on a network. The default value may NOT be appropriate and a new value should be obtained from the network administrator.

Name	Default Value	Description
GATEWAY	0.0.0.0	Can be set to the address of a router or gateway if the network extends to multiple segments. This value must be set BEFORE installing the device on a network. The default value may NOT be appropriate and a new address should be obtained from the network administrator.
TCPPORT	1070	Defines the primary TCP/IP port number used for this terminal. This value must be set BEFORE installing the device on a network. In most cases, the default value will be acceptable. However, it may NOT be appropriate and a new port number should be obtained from the network administrator. It should be set to 23 for a “telnet terminal”

		application.
SERVER	0.0.0.0	Defines a TCP/IP address for a server application. This value must be set BEFORE installing the device on a network. Normally, this value is set to 0.0.0.0 which causes the terminal operate as a “server” and connects with a host computer running a “client” application. If this value is set to any other IP address the terminal will operate as a “client” and will attempt to automatically connect to a host computer “server” application.
AUXPORT	9600,0,8,1,1	Defines the communications format for the aux serial port. The parameter string consists of five (5) integer value fields and has the following format: Baud, parity, data bits, stop bits, xoff Where: Baud = standard baud rates in the range of 110 – 57600 Parity = 0 (none), 1 (even), 2 (odd) Data bits = 7 or 8 Stop bits = 1 or 2 Xoff = xon/xoff protocol (0=disable, 1=enable)
MODE	1	Defines terminal emulation mode. The two (2) valid emulation modes are as follows: 1 = VTC Mode (default) 2 = ANSI Mode (Gradience setting)
MYMAC	0050C2163007	This command will return a 12 character hexadecimal string representing the Ethernet hardware address. It is read only and can not be used to change the hardware address.

My TimeClock

My TimeClock allows employees to view their time card history, and, if given rights, can create, edit and delete their time card entries. An employee can log into **My TimeClock** by clicking on the **My TimeClock** button, or pressing the F9 key). The password for **My TimeClock** is the same one used when clocking in/out. (See **TimeClock Access** for setting up employee’s login and password.)

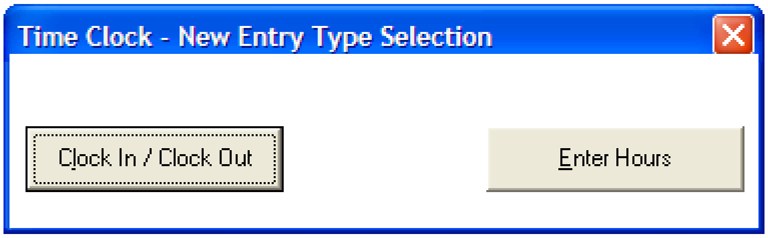
Tip: Employees may log into **My TimeClock** using their swipe card at the **My TimeClock** login screen.

Employee Review/Edit toolbar

If given the proper rights, an employee may have access to New, Edit, and Delete. This will allow them to manage their own time cards. All changes and deletions are tracked and managers may run reports against these changes.

Creating a New Time Entry

You must be given rights to this feature. Clicking New, from the TimeClock Entries screen, will give you the **New Entry** window with the following options:



After clicking on New, you'll be given the choice of **Clock In / Clock Out** or **Enter Hours**.

Selecting **Clock In/Clock Out** will allow you to enter a manual punch entry just as if an employee had clocked in or out. For example, you may enter a manual punch entry of 05:15 PM for a specific date.

Feature	Description
Reason for Change	A Reason is required for Creating a Manual TimeClock Entry or Entering Hours for a Date.
Date	This is the date of the punch entry.
Punched	This designates In or Out of the punch.
Time	This is the time of the punch entry.
Work Date	This is the Work Date that the punch refers to.
Comments	Comments are not required but may be helpful when reading a reason at a later date.

Selecting **Enter Hours** will allow you to give a set amount of hours for a given date. For example, you may enter a manual time entry of 8 hours Vacation.

Feature	Description
Reason for Change	A Reason is required for Creating a Manual TimeClock Entry or Entering Hours for a Date.

Feature	Description
Date	This is the date the employee will get credit for.
Work Date	This is the Work Date that the punch refers to.
Hours	This allows you to enter specific hours for a date, such as 8 hours for a Vacation day. The Date, Hours and Reason for New Entry fields are required.
Count towards overtime calculations	Designates entry to count towards overtime.
Comments	Comments are not required but may be helpful when reading a reason at a later date.

Date Versus Work Date

When creating a new time entry, there are two date fields: Date and Work Date. The Work Date represents the date the entry is counted towards. Normally, you won't need to change the Work Date unless you have work shifts that cross over midnight. For example, Josh starts work and clocks in at 8 PM on Monday night. He gets off work at 4 AM on Tuesday morning, but forgets to clock out. A manual time entry is created for him punching him out at 4 AM; the Work Date is of the previous date (the actual date Josh started work). The program knew that Josh had clocked in at 8 PM the previous day and since he had not gone over 13 hours between punches it counted the OUT punch to the previous date.

Editing a Time Entry

Edit allows you to change an existing entry. You must be given rights to have this feature. Remember that the **Reason for Change** block is required and tracked. Editing a time entry is similar to creating a new entry except you only have the choice to change a punch time entry.

Deleting a Time Entry

Delete will erase the selected time entry and record the deletion. All changes and deletions are recorded and tracked. To view deleted time entries, go to **Reports > Deleted TimeClock Entries**.

Printing an Employee Time Card

Print allows you to print an employee time card for the selected date range.

Getting Help

Help allows you to bring up the help file for this screen.

Time Card Entries

The time card entries have the following coding:

Feature	**Description**
Blue band	A blue band designates the selected entry.
White band	A white band designates an IN punch.
Teal band (bluish green)	A teal band designates an OUT punch.
Gray band	A gray band designates a manual entry was given for a set amount of hours. For example, Josh took 8 hours of Vacation on 3/15/2002 and a manual entry was entered for his time.
Plus (+) Sign	A plus (+) sign designates a punch was changed or manual entry was entered.
Asterisk (*)	An asterisk (*) designates that there is a double-punch; either two IN punches or two OUT punches together. Action should be taken on this type of entry of either adding a new entry or correcting an existing entry. Hours cannot be calculated for a double-punch entry.

CAUTION: If you see an asterisk (*) next to a time entry this means that some type of action should be taken, such as correcting a punch.

Tip: Right-clicking on an entry will show you the rounding rules (Work Schedule Rules) for that entry.

Employee and Manager Access Levels

There are two main levels of security to Gradience TimeClock: Employee Level and Manager (or Administrator Level).

Employee Level Access – This only allows access to Clock In/Out and access to the My TimeClock feature, which will allow individuals access to their time card histories. This also will allow them to create new time entries, edit existing entries, and/or delete their existing entries. Access to the In/Out Board may also be given. (See **Employee's TimeClock Access**.) Setting up employee level access consists of setting up access on the TimeClock Access screen.

Manager Level Access – This will allow managers access to selected employee time card entries. They may create, edit, and delete entries for these employees. They'll also have access to the In/Out Board. Managers at least may have access to everything or only a few Administration screens. Having one Manager Login that has access to everything is required. You may create other Manager Logins that have partial access to the Administration screens they need. For example, a payroll administrator may only need access to View/Edit Employee's Time Card Entries, Create & Edit Work Schedules and to Time Card Runs. The other screens would be set for No Access. (See User Security.)

Feature Column

The **Feature** Column allow you to navigate from screen to screen.

Feature	Description
Employee Detail	This screen allows you to enter and edit employee data.
In/Out Board	The In/Out Board allows you to see, at a glance, employees who are in and out.
Reminders	Provides ability to set reminders for employees.
Reports	Brings up a list of reports available for previewing and printing.
TimeClock Access	This allows you to set employee logins and passwords, work Schedules, and access to the In/Out board
TimeClock Entries	This allows you to view, create, edit and delete time card entries. If you have access to view and edit entries, you have access to all records.
Time Card Runs	This allows you to run time card reports and lock down time cards so that no other editing can be done.

TimeClock Entries

The TimeClock Entries feature allows you to maintain employee time entries. You may create new entries, as well as edit or delete time entries. You may also print out employee time cards from here.

All changes (edits or deletions) are recorded and tracked. Selecting **Show Changes** will allow you to view entries that have been edited. A plus sign (+) to the right-side of an entry denotes a entry has been modified.

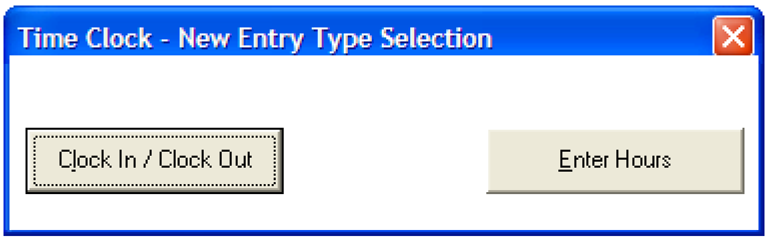
Tip: Double-clicking on an entry in the changed window (at the bottom) will bring up details of the entry.

TimeClock Entries Toolbar

From the TimeClock Entries screen Managers have access rights to create, edit, or delete employee time entries.

Creating a New Time Entry

You must be given rights to this feature. Clicking New, from the TimeClock Entries feature, will give you the **New Entry** window with the following options:



After clicking on New from the TimeClock Entries screen, you'll be given the choice of **Clock In / Clock Out** or **Enter Hours**.

Selecting **Clock In/Clock Out** will allow you to enter a manual punch entry just as if an employee had clocked in or out. For example, you may enter a manual punch entry of 05:15 PM for a specific date.

Feature	**Description**
Reason for Change	A Reason is required for Creating a Manual TimeClock Entry or Entering Hours for a Date.
Date	This is the date of the punch entry.
Punched	This designates In or Out of the punch.
Time	This is the time of the punch entry.
Work Date	This is the Work Date that the punch refers to.
Comments	Comments are not required but may be helpful when reading a reason at a later date.

Selecting **Enter Hours** will allow you to give a set amount of hours for a given date. For example, you may enter a manual time entry of 8 hours Vacation.

Feature	**Description**
Reason for Change	A Reason is required for Creating a Manual TimeClock Entry or Entering Hours for a Date.
Feature	**Description**
Date	This is the date the employee will get credit for.
Work Date	This is the Work Date that the punch refers to.
Hours	This allows you to enter specific hours for a date, such as 8 hours for a Vacation day. The Date, Hours and Reason for New Entry fields are required.
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Comments	Comments are not required but may be helpful when reading a reason at a later date.

Date Versus Work Date

When creating a new time entry, there are two date fields: Date and Work Date. The Work Date represents the date the entry is counted towards. Normally, you won't need to change the Work Date unless you have work shifts that cross over midnight. For example, Josh starts work and clocks in at 8 PM on Monday night. He gets off work at 4 AM on Tuesday morning, but forgets to clock out. A manual time entry is created for him punching him out at 4 AM; the Work Date is of the previous date (the actual date Josh started work). The program knew that Josh had clocked in at 8 PM the previous day and since he had not gone over 13 hours between punches it counted the OUT punch to the previous date.

Editing a Time Entry

Edit allows you to change an existing entry. You must be given rights to have this feature. Remember that the **Reason for Change** is required and tracked. Editing a time entry is similar to creating a new entry except you only have the choice to change a punch time entry.

Deleting a Time Entry

Delete will erase the selected time entry and record the deletion. All changes and deletions are recorded and tracked. To view deleted time entries, go to Reports > Deleted TimeClock Entries.

Printing an Employee Time Card

Print allows you to print an employee time card for the selected date range.

Getting Help

Help allows you to bring up the help file for this screen.

Time Card Entries

The time card entries have the following coding:

Feature	Description
Blue band	A blue band designates the selected entry.
White band	A white band designates an IN punch.
Teal band (bluish green)	A teal band designates an OUT punch.
Gray band	A gray band designates a manual entry was given for a set amount of hours . For example, Josh took 8 hours of Vacation on 3/15/2002 and a manual entry was entered for his time.
Plus (+) Sign	A plus (+) sign designates a punch was changed or manual entry was entered.
Asterisk (*)	An asterisk (*) designates that there is a double-punch; either two IN punches or two OUT punches together. Action should be taken on this type of entry of either adding a new entry or correcting an existing entry. Hours cannot be calculated for a double-punch entry.

CAUTION: If you see an asterisk (*) next to a time entry this means that some type of action should be taken, such as correcting a punch.

Tip: Right-clicking on an entry will show you the rounding rules (Work Schedule Rules) for that entry.

IN/OUT BOARD

The In/Out Board allows you to see, at a glance, employees who are in and out. The In/Out Board will refresh itself if the Auto Update feature is checked, otherwise, clicking the Refresh button will update the board.

Feature	**Description**
Auto update every __ minute(s)	This allows you to set how often this board should update for you. **Note:** This is not a "live" board and will only be updated by the Auto Update or pressing Refresh.
Feature	**Description**
In/Out Employees	This allows you to see employees who are In or Out at a glance.
Refresh	Clicking this button will refresh the list.
Help	This gives you help regarding the current screen.
Color-coding:	**a.** Green – denotes employees who are clocked IN. b. Teal (bluish-green) – denotes employees who are clocked OUT.

Administrators can have access to view all locations and departments or only specific locations and departments depending on their security access rights. Employees may be given access to all locations and departments or their specific location and/or department or no access to the In/Out Board. (See In/Out Board Access under TimeClock Access.)

Adding a New Employee

Click **Employee Detail** Feature column.

The Employee Detail screen allows you to add, edit, and delete employees, and, if installed, shares common screens with Attendance (Category Assignments) and Records (EEO and Personal Contacts). To add a new employee, follow these steps:

1. Click 

from the **Employee Browse** or **Employee Detail** screen.
2. As a minimum, enter First Name, Last Name, Hire Date, Employment Status, Work Status, and Location and Department. These fields are required. (To set up locations and departments, see Locations and Departments under Administration.)
3. Click Save.

NOTE: The SSN is not required when entering an employee in Gradience. However, when exporting time card entries, if one of the selected payroll formats requires the SSN, you will need to enter it before exporting.

Deleting an Employee

CAUTION: This will delete ALL information on the current employee including any records in Gradience Attendance and Gradience Records.

To delete an employee, and all associated records, follow these steps:

1. From Employee Detail, select an employee by clicking on his or her name.

2. Select File > Delete Employee.
3. Click Yes to the “Are You Sure?” message.

Giving Employees Access to Clock In

Click TimeClock Access from the Feature Column.

The TimeClock Access screen allows you to set up employee logins/passwords, swipe card access, individual access to create, edit and delete their time card entries, assign Work Schedules, and employee In/Out Board access. A manager or administrator will always have access to the In/Out Board screen.

Feature	**Description**
Employee, Location, Department	This is shown to make it easier when assigning access.
Search By	This allows you to search by Last Name, First Name, SSN or ID.
Search For	Entering one character at a time will do an incremental search. For example, entering the letter “K” will bring up the names which start with K. Adding an L will search out names with KL and so on.
TimeClock Identification (Changing Employee Password)	TimeClock Identification allows you to change the selected employee’s Login and Password. Just enter the new Login and password and click on Save to change.
Swipe Card ID	For the Swipe Card ID option, you’ll need a magnetic swipe card or bar code reader and pre-encoded cards. To assign a pre-encoded swipe card, click on Update/Change, then swipe the card through the swipe card reader. If an employee has an assigned swipe card ID number, you will also have the option to Clear/Delete.
TimeClock Access	TimeClock Access assigns employee options for: a. Enable Employee TimeClock Access – This allows the selected employee to clock in and out. This is required to be selected if the employee is allowed to clock in/out.
Feature	Description
TimeClock Access (cont.)	b. Can create their own TimeClock Entries – gives employee the ability to create TimeClock entries. c. Can Edit their own TimeClock Entries – gives employee the ability to edit TimeClock entries. d. Can Delete their own TimeClock Entries – gives employee the ability to delete existing entries.
Current Work Schedule Note: To create a Work Schedule, see Chapter 8-Creating and Editing Work Schedules.	Current Work Schedule allows you to assign a Work Schedule for rounding and reporting purposes. b. Clear allows you to remove this work schedule from an employee. c. History allows you to view changes to an employees work schedule. This also allows you to edit the Start Date.
In/Out Board Access	In/Out Board Access allows you to assign an employee access to see None, All employees, or employees by Location or department. *(See the In/Out Board topic.)*

See Also: Setting up Employee Access (Fingerprint Set Up)

Employees Not Rounding on the Correct Work Schedule

Employees may be assigned different rounding rules over the course of their employment. Every time an employee is given a new work schedule, he or she gets a new Start Date from which the current work schedule begins. A new work schedule will only round from the Start Date going forward. Any punches before this date will not be rounded on this schedule.

There are times when you may need to change the start date for rounding calculations. For example, if an employee was accidentally assigned the wrong work schedule for a week where the work schedule assigned was rounding him/her at 10-minutes instead of at 6-minutes, you would want to change to the new work schedule and have the program calculate all past punch entries.

The work schedule start date is edited through the **History** Tab on the **TimeClock Access** screen. For example, if the start date is 11/5/01, rounding will only occur from this date forward. Any punches before this date will not be rounded on this schedule.

CAUTION: Editing the Work Schedule date may affect punches for the current employee that have already been paid for.

Changing an Employee's Work Schedule Date

Changing an employee's work schedule date and having the program re-calculate according to the new work schedule is a two-step process:

First Step (Change the Work Schedule Start Date)

1. From **TimeClock Access**, click on History (Current Work Schedule).
2. On the **Work Schedule History** screen, double-click on the Start Date you want to change. For example, if you want to change the Start Date of 04/18/2002 to 05/01/2002, double clicking directly on the 04/18/2002 date will bring up an edit box.
3. Enter the Start Date of the new work schedule.
4. Leave the Ending Date blank if this is the most current Start Date.
5. Click Save.
6. If you need to have time punches recalculated according to the new work schedule, go to the Second Step below; otherwise, punches may not have their time calculated correctly.

Second Step (Recalculate the Punch Time Entries)

You'll need to edit any punch time entries that need to be recalculated and click Save. The act of clicking the Save button will recalculate the selected punch time entry according to the new work schedule.

1. From **TimeClock Entries**, select the employee and the punch time you wish to re-calculate.
2. You may select the punch time entry either by double clicking on the punch entry or by highlighting it (by clicking once on the entry) and selecting the Edit icon.
3. <u>Do not</u> change the date or time. Select a **Reason for Change**. (You cannot save an entry without selecting a reason.)
4. Click **Save**.
5. Repeat the above steps for any punches that need to be re-calculated.

Clicking Save will re-calculate the punch time entry according to the work schedule. For example, if you changed this employee's work schedule from 10-minute rounding to 6-minute rounding, then saved any punch entries that fell within the Start Date, their punch entries would be recalculated.

Creating and Editing Work Schedules

This section will allow you to set up your work schedule rules and define your daily work hours for reporting purposes.

As a rule, many businesses allow a grace period for employees when clocking in or out. This allows for time variations on clocks, watches and time devices throughout a company. Rounding time also makes calculating payable time easier.

Rounding Explained

Gradience TimeClock can automatically round off in 2, 3, 4, 5, 6, 10, 12, 15, 20, 30 and 60-minute time slices, and it will calculate the time in decimals, unlike many mechanical time clocks. This saves time by not having to convert the minutes to decimals. **Note:** If you don't round, then select the **Generic** – **No Rounding** rule.

TimeClock rules can be assigned to individuals or groups. Rules are usually defined for punching IN early or late, and OUT early or late.

EXAMPLE
Here is an example of rounding using the 15-minute rule:

Richard comes in a few minutes early and clocks in at 07:55.
Tanya is running late and clocks in at 08:04.

Using the 15-minute rule, both Richard and Tanya's payable time would be clocked in at 08:00. Their time was rounded to the nearest 15-minute mark. The next 15-minute mark would be 08:15, then 08:30, and so on.

However, using the 6-minute rule and the above clock-in times, Richard's payable time would be clocked in at 07:54. The next 6-minute mark for Richard would be 08:00. Tanya's payable time would be clocked in at 08:06. The next 6-minute mark would be 08:12, 08:18, and so on. Their time was rounded to the nearest 6-minute mark.

Gradience TimeClock comes with three commonly used rounding rules: 6-minute, 10- minute and 15-minute generic rules that are set up to round to the nearest mark. You may choose one of these and rename it or set up your own.

Work Schedule Rounding Rules

Go to **Settings > Work Schedules**.

The program comes with three commonly used rounding rules. You may use one of these and rename it or create your own.

The Rounding Rules Tab has the following features:

Rounding Rules	**Description**
Work Schedule Name	Name the Work Schedule here.
Time Credited in __ Minute Increments	This allows you to select rules for increments up to 60 minutes (increments must be divisible by 60).
Rounding	When the **Time Credited in __ Minute Increments** is selected, the default rounding is set to round to the nearest credited increment. You may change this setting to fit your needs. Use the **Rounding Example** to test your changes.
Rounding Example	This allows you to see how your rounding will affect true clocking in/out punches. Set the Hour and Minute to test how rounding will affect punch times.

The Overtime and Punch Schedule Tab has the following features:

Overtime and Punch Schedules	**Description**
Payroll work week starts on…	This determines the day that your work week begins on, which is defined as the start of the pay week.
This Schedule Qualifies for DAILY Overtime after __ Hours	Select this option if your policy is to give overtime after working so many hours on a **DAILY** basis. (For example, anything over 10 hours daily is considered overtime.)
This Schedule Qualifies for WEEKLY overtime after __ Hours	Select this option if your policy is to give overtime on a **WEEKLY** basis. (For example, anything over 40 hours weekly is considered overtime.)
Daily Schedule	This allows you to set up daily schedules that can be reported on. (For example, if you wanted to know who was 15 minutes or more late on Mondays, you could run an Exceptions report.)
This is a Workday	This designates the selected day as a regular workday.
This is an Overtime Day	This designates the selected day as an overtime day.
Quick Copy Schedule From	After you set up the first workday, this allows you to copy it to the next workday so you don't have to re-enter the same hours.
New Time Entry	This allows you to enter a new entry for your employees daily work schedule.
Delete Time Entry	This allows you to erase an entry.

Shifts Crossing Midnight

You only need to set up the rules for Shifts Crossing Midnight if you have employees that work past midnight. This allows the Work Day to be defined.

Feature	**Description**
Report time to **NEXT DAY** on or after _____.	This allows you to set the time punches' Work Date to the next day. For example, if the night shift starts work at 10 PM on Monday night, but the entire shift (10PM – 6 AM) is counted for working on Tuesday, then you would select this option.
Report time to **PRIOR DAY** on or before ____.	This allows you to set the time punches' Work Date to the previous day. For example, if the night shift starts at 2 AM on Tuesday but the entire shift is counted for working on Monday, then you would select this option.
Maximum expected hours for lunch break ____. Shifts	We recommend leaving this option at the default 3.5 hours. This option is for punches that cross midnight and allows for employee's to be counted on the correct work day when working long or double shifts.

More About Rounding

Gradience TimeClock rounding is based on three points:

1. What you select for **Time Credited in Minute Increments**
2. What you set for Clocking In and Out rounding
3. Assigning the Work Schedule to an employee through **TimeClock Access**.

Gradience TimeClock automatically rounds to the nearest mark based on your choice of minute increments. Gradience TimeClock will round up or down at about the halfway mark. For example, if you're using Gradience TimeClock to credit in 6-minute increments, then the program will round up <u>AFTER</u> 3 minutes and round down before this time. The key word is *After*. The program will ROUND UP AFTER however many minutes you select.

Gradience TimeClock allows you to select rounding up to the designated credited amount, minus one minute. If you choose to credit in 6-minute increments then you could choose from 1 to 5 minutes for rounding. If you choose to credit in 10-minute increments then you could choose from 1 to 9 minutes for rounding and so on.

TIP: If in doubt, use the Round Test to see how the time will be rounded.

Setting Up a Work Schedule

Setting up a Work Schedule allows your employee's punch times to be rounded and allows you to report on various settings according to the Work Schedule. For example, if you wanted to know who was clocking in late on Mondays for the month of June, you could run an Exceptions Report. All employees that clock in/out must be assigned a Work Schedule for rounding and reporting purposes.

To set up your work schedule, follow these steps:

1. Click **New**.
2. Enter a descriptive work schedule name.
3. Select how your time is credited for rounding purposes.
4. If you round to the nearest mark, you may leave the defaults in the Rounding block as they are. If, however, you round nearer or farther from the nearest mark, then you may change the rounding to suit your needs.
5. Check how the program will round for you by entering a clock in/out time in the Rounding Example block. If the time isn't rounding the way you want, then change the Rounding time and check it again.
6. Select whether this work schedule qualifies for DAILY overtime and after how many hours.
7. Select whether this work schedule qualifies for WEEKLY overtime and after how many hours.

Setting up the Daily Schedule

To define the daily schedule, follow these steps:

1. Select a day of the workweek and specify if it is a Workday and/or an Overtime Day. An Overtime Day is any day that is automatically counted as overtime such as Saturday or Sunday.
2. Click New Time Entry:

2.1. Enter what time employees on this work schedule would normally start work. Press the TAB key or click New Time Entry to go to the next row.
2.2. Enter what time the employees would normally break for lunch. Press the TAB key to go to the next row.
2.3. Enter what time the employees would normally come back from lunch. Press the TAB key to go to the next row.
2.4. Enter what time the employees would normally leave for the day.

3. Click on the next day and enter their start and end time for this day. You may also use the Quick Copy Schedule feature to copy the previous day's entry. Click Save to save this work schedule.

Remember to assign a work schedule to each employee under TimeClock Access; without an assignment, employee entries and overtime will not follow the work schedule rules. This can result in payroll errors.

Preparing Time Card Runs

Time cards are prepared by the Payroll Administrator or other designated person who can run time card reports or export this data to your payroll program. The person who has access to Time Card Runs can lock out employees and other managers from making any changes to specific date ranges and save this information so that changes cannot be made to time that has already been paid for.

Viewing Time Card Data

When viewing time card data, keep in mind that overtime will only show if you have set up a Work Schedule and assigned it to your employees. The Work Schedule will have rules regarding overtime and what day your Work Week starts on. See Work Schedules.

Frequently Asked Questions

Q: I've created a time card run covering 8 days. For one employee it shows 59 hours of worked time, but 0 hours of overtime. Why is this?
A: The start of your Workweek (set in the Work Schedule) determines the week for overtime. Check to make sure you have a Work Schedule assigned for this employee by going to **TimeClock Access > Current Work Schedule**. If there is one, go **to Settings > Work Schedules** and make sure the assigned Work Schedule has the appropriate Overtime settings. If the overtime settings aren't set up, then go to Work Schedules and create one before assigning it. (See **Creating Work Schedules** for detailed information.)

For Example: If a time card run is created to include Randy from (Wed) May 8, 2002 through (Thur) May 16, 2002 and it shows that he worked 59 hours during this time, this doesn't necessarily mean he has overtime. Weekly overtime, if any, is calculated on the last day worked of the workweek. Daily overtime, if any, will be calculated on the same day worked.

May 2002

Sun	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**
			1	2	3	4
5	**6**	**7**	**8**	**9**	**10**	**11**
12	**13**	**14**	**15**	**16**	**17**	**18**
19	20	21	22	23	24	25

26 27 28 29 30 31

Assuming our Workweek starts on Sunday, the date range of May 8 – May 16 covers two separate Workweeks. (**Workweek1:** May 5 – May 11 and **Workweek2:** May 12 – May 18.) If Randy does not work overtime on a daily basis or for the whole workweek, he won't have any overtime. But, if he does work overtime for Workweek1, it will be calculated for that Friday (May 10) and be included on the report. Overtime worked for Workweek2 will not be reported unless Friday, May 17 is included.

Factors involved in calculating overtime:

1. What is the Workweek Start Day? (Sunday? If the workweek starts on Sunday, this would mean the workweek is from Sunday through Saturday every week.)
2. Do your employee's receive overtime based on time worked on a daily basis? (**Example:**Daily time worked over 10 hours receive overtime.)
3. Do your employee's receive overtime based on time worked on a weekly basis? (**Example:**Weekly time worked over 40 hours receive overtime.)
4. When was the Work Schedule assigned to the employee?

Overtime	**Description**
Daily Overtime	Overtime will be posted on the day the employee goes over the amount of hours set for Daily Overtime on the Work Schedule. (**Example:** if > 10 hours daily is considered overtime; if employee works more than 10 hours on Tue, overtime will be shown same day.)
Weekly Overtime	Overtime will be posted on the last day worked on the workweek. (**Example:**if > 40 hours a week is considered overtime; if employee works Mon – Fri, overtime will be shown on Fri.)

Exporting TimeClock Data

You may export time entry data two different ways in Gradience TimeClock. The first way is from the Export feature under Time Card Runs. The other way is from Export TimeClock Data under the File menu.

Export Type	**Description**
Export TimeClock Data	Exports hours worked and general employee information to a .csv file. This is a general export found under the File menu.
Time Card Runs Export	This is a specific export feature that exports to several different payroll formats.

Time Card Runs Export

From Time Card Runs Export you may export to a text file into the following Payroll formats:

- ADP/PC Payroll for Windows
- Paychex
- PaycomOnline
- PayAmerica
- QuickBooks Pro and Premier Editions 2003 and above
- RDE (Summit Payroll Express)
- Rapid Payroll
- UltiPro

Please call or email Technical Support for other formats.

* - Gradience TimeClock is integrated with QuickBooks. When you click on Export, the time data is automatically transferred into QuickBooks. (See QuickBooks Integration below.)

QuickBooks Integration

Gradience TimeClock can import time data directly into QuickBooks Pro and Premier Editions 2003 and/or 2004. To import from Gradience TimeClock you will need to set up QuickBooks for the following:

- to view Weekly TimeSheets
- Appropriate Payroll Items that correspond with Gradience TimeClock

NOTE: Gradience TimeClock and QuickBooks should be set up prior to performing the following steps.

The following steps will set up Gradience TimeClock to import directly into QuickBooks:

1. Open **QuickBooks**.
2. Open Gradience TimeClock. Check your version number by going to Help > About. You should have at least v1.4.1.1 or higher before continuing.
3. From within Gradience TimeClock go to Time Card Runs and select Export.
4. If QuickBooks isn't an option in the left column, hold down *Ctrl-Alt-Q* to display it.
5. Click Open QuickBooks. This will bring up a QuickBooks message asking: Do you want this application to access your QuickBooks Company File?
6. Select "Yes, Always" or "Yes, This Time" to allow access. Click Yes if you receive the Confirm to Proceed message. Note: if you select "Yes, This Time", the next time you open QuickBooks from Gradience TimeClock it will ask you again for access.
7. Click back on Gradience TimeClock. You should see two columns which may be filled in with data already. The Payroll Code column is codes related to Gradience. The Payroll Item codes are related to QuickBooks. You'll need to relate the appropriate Payroll Code from Gradience to the Payroll Item code in QuickBooks. The Gradience Payroll Codes should be displaying. Clicking in the corresponding row for the QuickBooks Item code will bring up a drop down box.
8. Click Save after making any changes.
9. Click Export.

Exporting TimeClock Data

From **File > Export TimeClock Data**, you may export hours worked and general employee information to a .csv file which can be opened in MS Excel or other spreadsheet programs.

The TimeClock Export feature allows you to export the following data:

Last Name	Location
First Name	Department
Middle Name	Punch Hours
SSN	Punch Changes
Date of Birth	

Features	Description
Export Type	**Single File** – Exports Employee Data and Hours Worked to a single file. If Export Punch Changes is selected, it will export to a separate file in addition to the Hours Worked. **Relational File** – Exports Employee Data and Hours Worked to two separate files. If Export Punch Changes is selected, it will export to another separate file.
Export	This exports the data once you have settings complete.
Select Employee to Export	This allows you to select specific employees, locations and/or departments to export.
Hire Range Filter	This allows you to filter on a specific hire date range.
Job Status Filter	This allows you to filter on full and part time.
Employee Status Filter	This allows you to filter on Active, Inactive or Terminated employees.
Select Employee Data Fields to Export	Available Fields **-** This is the list of fields to choose from. Fields to Export (In Export Order) – These are the fields chosen.
Export TimeClock Data	Export Hours Worked for Period – This allows you to select a date range for time card data for the selected employee(s). Export Punch Changes – This allows you to export punch changes.

To export this data, follow these steps:

1. From the File menu, select Export TimeClock Data.
2. Select the export type: Single File or Relational.
3. Expand the tree, if necessary, and select the employees to export.
4. Select the data fields to export by either double-clicking on the file or selecting the file and clicking on the arrow pointing to the right.
5. If needed, select the Export Hours Worked option with a date range.
6. If Export Hours Worked is selected you can select to Export Punch Changes option.
7. Click Export.

Using Reports

Gradience TimeClock includes several powerful reports to help you manage employees and prepare for payroll. For additional reports, please try Gradience Records, which offers you the power of additional employee information tracking.

Report List

Here is a list of the reports you can run:

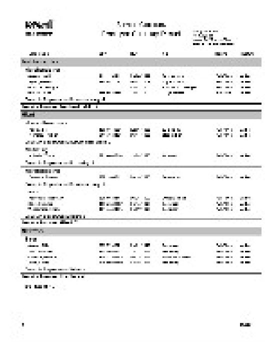
- Employee Summary Report
- Employee Anniversary Report
- Hours Worked Report
- Deleted Time Entries Report
- Work Schedule Assignments Report
- Exceptions Report
- Time Cards Report
- Time Card Runs Report
- Time Card Runs Extended Report
- Reminders Report
- ID Badges
- Table Listings

Report Interface Features

The following features are available on each report interface:

Feature	Description
Preview	This allows you to see how the report will show when printed.
Print	This prints the report.
Printer Setup	This allows you to set printer options.
Help	This will allow you to view help regarding this screen.
Close	This exits the report interface.
Grouping Options	This allows you to group on Location and Department.
Display Options	This allows you to display SSN.
Export Options	This allows you to not export headers.

Employee Summary Report

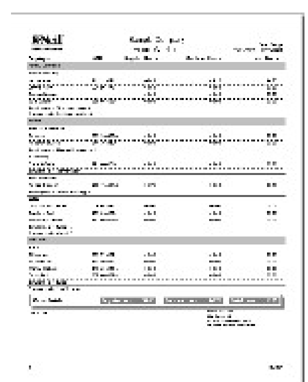


The **Employee Summary Report** is a quick overview of your employees showing SSN, date of hire, title, active status, and full/part time status.

Employee Anniversary Report

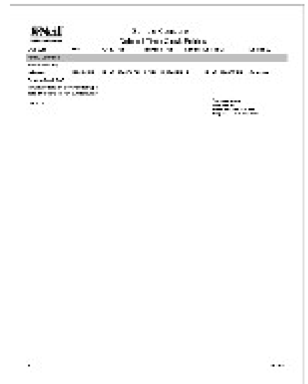
The **Employee Anniversary Report** shows the anniversary date of employees according to the selected date range.

Hours Worked Report



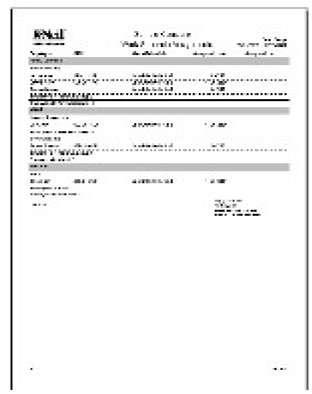
The **Hours Worked Report** shows regular hours, overtime hours and total hours. You may select specific employees by date range.

Deleted TimeClock Entries Report



The **Deleted TimeClock Entries Report** shows entries that were deleted along with the reason, comments and login name of the person deleting the record.

Work Schedules Assignments Report



The **Work Schedules Assignments Report** shows which work schedule each employee is on and when it was assigned.

Exceptions (Punch)

Exceptions are broken down into two separate reports: Punch Exceptions and Hours Exceptions. The Punch Exceptions report allows you to report on early or late clock in and out punches. You may even report on actual clock in/out time or on the rounded time.

NOTE: Your employees must be assigned to a Work Schedule with the daily hours set up to properly view this report.

The following are other options that are available on the Punch Exceptions Report. For a list of features not listed here, please see **Report Interface Features** above.

Feature	Description
Report Date Range	This allows you to set a date range for the report.
Time Used For Report	This allows you to report on Reported (actual punch time) or Rounded time.
Punch Exceptions in Minutes	This allows you to view how early or late, in minutes to report on.
Work Schedule(s)	This allows you to filter on a selected work schedule.
Week Day(s)	This allows you to filter on specific days.

Exceptions – (Hours)

The Hours Exceptions Report allow you to report on hours over or under by day, week or month. This report can be used to monitor which employees may be near overtime.

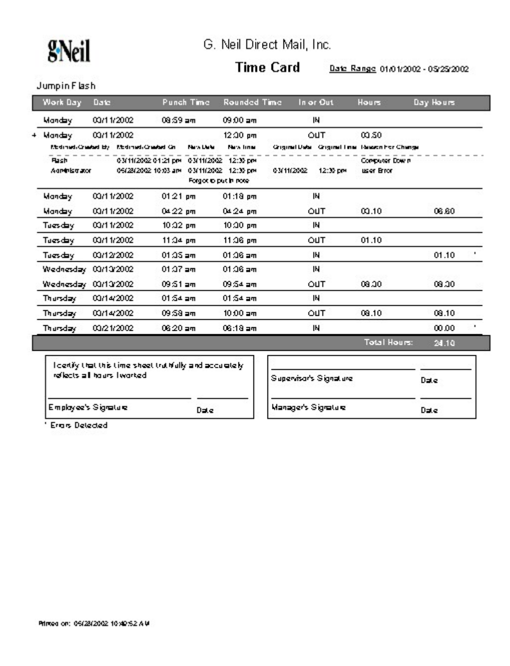
NOTE: Employees must be assigned to a Work Schedule with the daily hours set up to properly view this report.

The following are other options that are available on the Punch Exceptions Report. For a list of features not listed here, please see [Report Interface Features](#).

Feature	**Description**
Report Date Range	This allows you to set a date range for the report.
Time Exceptions in hours	This allows you to report on total hours over or under by day, week, or month, and to filter on a work schedule.
Work Schedules	This allows you to filter on a selected work schedule.

Time Cards Report

The Time Cards Report shows punch times and manual punch entries for each employee according to the selected work date range. Changes made to an entry can be printed along with employee and supervisor signature blocks.



G. Neil Direct Mail, Inc.

Time Card Date Range 01/01/2002 - 05/25/2002

Jumpin Flash

	Work Day	Date	Punch Time	Rounded Time	In or Out	Hours	Day Hours	
	Monday	03/11/2002	08:59 am	09:00 am	IN			
+	Monday	03/11/2002		12:30 pm	OUT	03.50		
	Monday	03/11/2002	01:21 pm	01:18 pm	IN			
	Monday	03/11/2002	04:22 pm	04:24 pm	OUT	03.10	06.60	
	Tuesday	03/11/2002	10:32 pm	10:30 pm	IN			
	Tuesday	03/11/2002	11:34 pm	11:36 pm	OUT	01.10		
	Tuesday	03/12/2002	01:35 am	01:36 am	IN		01.10	*
	Wednesday	03/13/2002	01:37 am	01:36 am	IN			
	Wednesday	03/13/2002	09:51 am	09:54 am	OUT	08.30	08.30	
	Thursday	03/14/2002	01:54 am	01:54 am	IN			
	Thursday	03/14/2002	09:58 am	10:00 am	OUT	08.10	08.10	
	Thursday	03/21/2002	06:20 am	06:18 am	IN		00.00	*
						Total Hours:	24.10	

Modified/Created By	Modified/Created On	New Date	New time	Original Date	Original Time	Reason For Change
Flash	03/11/2002 01:21 pm	03/11/2002	12:30 pm			Computer Down
Administrator	05/28/2002 10:03 am	03/11/2002	12:30 pm	03/11/2002	12:30 pm	user Error
		Forgot to put in note				

I certify that this time sheet truthfully and accurately reflects all hours I worked

Employee's Signature Date

Supervisor's Signature Date

Manager's Signature Date

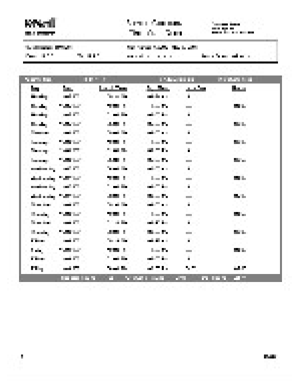
* Errors Detected

Printed on: 05/28/2002 10:49:52 AM

NOTE: Punch entries with an asterisk (*) to the right of the entry require attention. It means that double in or out punches have been made and need corrected.

Time Card Runs Report

The **Time Card Runs Report** shows totals of regular time, overtime, and the First and Second Column descriptions for Reported Payroll Description Columns under Settings > Global Preferences > Time Clock Tab in a “column” format.



NOTE: The Time Card Runs Report will only report **regular time**, **overtime**, and the payroll descriptions for **First** and **SecondColumns** under the Global Preferences > TimeClock Tab. All other reasons will fall under the “Other” column.

To print a report, follow these steps:

1. From the **Reports** menu, select the appropriate report.
2. Select any options necessary from the filter and options settings.
3. Under **Select a Time Card Run**, select a run. **Note:** Runs must be created through the Time Card Runs Tab.
4. Click **Preview** to see the report on the screen before printing.

Time Card Runs (Extended)

The **Time Card Runs (Extended) Report** will print regular time, overtime, and all Payroll Code Descriptions in a “row” format. If you have more than two payroll code descriptions (for example, Vacation, Sick, and Personal), this report will allow you to view all payroll code descriptions set up under **Settings > Reason Codes** – **Payroll Code Description**.

ID Badges

You may create ID Badges for use with Gradience TimeClock or company identification. There are 4 types of ID Badges: Employee, Temporary, Guest or without a title.

Layout

The **Layout Tab** allows you to select what features will be on the ID Badge. For example, if you want the badge title to read Guest instead of Employee, you can select Guest under the Badge Title.

Barcode

The **Barcode Tab** allows you to select the type of Barcode that will be printed. If you’re not sure which type to use, we recommend keeping the default barcode type of Code 39. Gradience uses the Employee ID as the Barcode number. If an employee doesn’t have an Employee ID number, a barcode will not print out on the label.

Print Stock

The **Print Stock Tab** allows you to select the label type. The Gradience ID Badge type can be requested through our sales team and is specifically designed to work with Gradience TimeClock and Gradience Confidential Employee Record.

Label Adjustments

Printers are not created equally; some may print the labels too far to the right or left. The Label Adjustments Tab allows you to move the labels to the left or right and up or down, to accommodate quirky printers. Normally, you shouldn’t need to adjust the labels to the right and left, or up and down, but it’s there in case you need it.

Feature	Description
Left Offset	When using the **Left Offset**, positive numbers will offset the label to the right and negative numbers will offset the label to the left.
Top Offset	When using the **Top Offset**, positive numbers will move the labels down, and negative numbers will move the labels up.
Picture Offset	The **Picture Offset** allows you to stretch the picture by using positive numbers and negative numbers will squish the picture, if needed.
Save Label Adjustment	The **Save Label Adjustments** button allows you to save your current settings.

Table Listings

Table Listings allows you to print user access rights (User Security), Locations and Departments, which departments are assigned to locations (Assigned Departments), and Reason Code information.

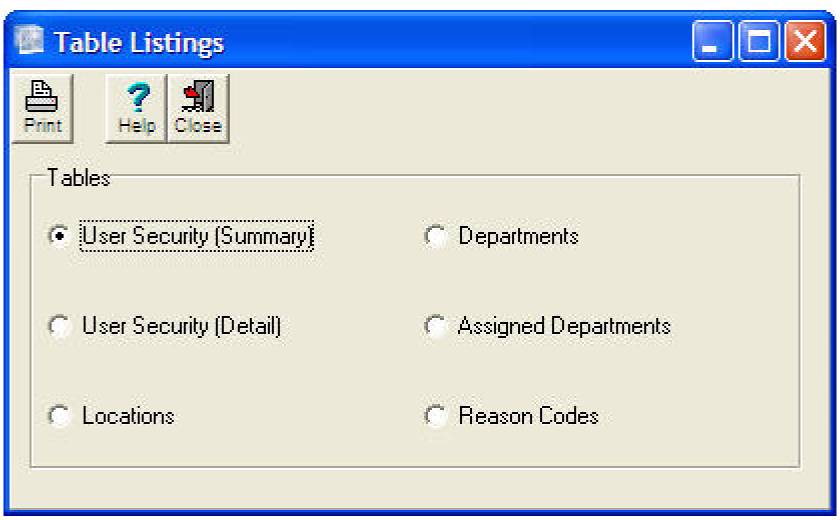


Table Listings are mainly used by Technical Support in assisting you with any issues but can be useful when setting up. For example, if you want to see what departments are assigned to locations, you can print a listing of Assigned Departments.

Backing Up

How often should you backup?

Every company is different regarding their backup needs. One thing to remember is, "it's not **if** your computer is going to crash, but **when**." They have made great strides in making computers more reliable, but that just makes the time longer before something may happen to your computer.

The following pertains to any data on your computer and not just your Gradience program. Ask yourself this question, "If my computer were to crash right now, how long would it take to re-create (reenter) all of my data without a backup?" Then ask yourself, "If I had to restore from a backup, would I be okay with last week's backup, where I have to reenter a week's worth of data? Would I be okay with restoring a backup from 3 days ago?

When restoring your data, the information will only be as current as your last backup. So, if you did a backup two weeks ago and had to restore this backup, you would need to reenter the data that didn't get backed up.

Back up after you make changes to your employee records.

It is recommended that you back up your database after making any significant changes to records. For example, any time you enter several employees or input many changes to absence information would be a good time to back up. You may also set up the DB Monitor to automatically back up at assigned times.

Rotate backups and store backup copies offsite.

A good backup routine is to have at least three sets of backups covering different days of the week. This practice is called **rotation** and reduces your risk of data loss. It is also a good practice to always keep one copy offsite in case of a fire or flood. Consult your system administrator for your company policy regarding data storage.

A **Restore** is when you recover from a backup. There are three different uses for the restore feature. **A Restore may only be done through the DB Monitor**.

1. To overwrite the current data with archived data
2. To recover from a hardware crash
3. To move information onto a new computer

Please keep in mind that when you restore data, your information will only be as current as the backup you are restoring from.

IMPORTANT NOTE

The backup file may only be saved to the Server or Standalone Computer where the **database** resides. The backup creates a zipped file with an extension of .gbk.

Creating a manual backup from within Gradience

To perform a manual backup from within the Gradience program, follow these steps:

1. From within Gradience, go to **File** > **Maintenance** > **Backup** > **Backup Database**.
2. If you are running the backup utility from the Server or at a local PC where the database resides (Standalone), you will have the option to select where you want to backup to. If you are running the backup utility from a Client (Gradience client install), it will automatically run the backup, saving the data where the database resides.

Creating a manual backup from within DB Monitor

To perform a manual backup from within DB Monitor, follow these steps:

1. Open the DB Monitor program by going to **Start** > **Programs > Gradience**, and clicking on **DB Monitor**.
2. Enter your login and password. If you do not have access to the DB Monitor Backup feature, you will need to see your Administrator.
3. Click the **Backup** Tab.
4. Click **Yes** to the message, **"Do you want to perform a sweep after the backup completes**?" |
   Note: A Sweep is a maintenance feature that keeps the database working at peak performance.
5. Click **OK** at the Select Directory screen. It is highly recommended that you keep the default location.
   Note: You may only back up to the Server or standalone computer where the database resides.
6. Click **Close** when the backup is complete.

Scheduling Automatic Backups

To create a scheduled backup, follow these steps:

1. Open the DB Monitor program by going to **Start** > **Programs** >**Gradience** and clicking on **DB Monitor**.
2. Enter your login and password. If you do not have access to the DB Monitor Backup feature, you will need to see your Administrator.
3. Click the Backup Tab.
4. Click **New Backup**.
5. Enter the **Backup Type** by selecting Daily, Weekly or Monthly.
6. Enter the military time when you would like the backup to take place.
7. It is recommended to keep the other default settings of Performing Sweep and the path of the backup. A different backup will be created for each scheduled backup. **Note:** The name of the backup will be: [Type]_Backup_[mm-dd-yyyy]_[time] to distinguish it from other backups. For example, Weekly_Backup_08-02-2001_2300, or Monthly_Backup_09_01_2001_1700.
8. Click **Save**. The backup will be performed within a minute of the scheduled time. **Note:** The Server or standalone computer where the database is located must be turned on for the backup to complete. If the computer is not on at the scheduled time, the DB monitor will try to create the backup the next time it is opened.

Restoring from a Backup

Remember, restoring a backup will overwrite all data in the current database. **Restore may only be run from the DB Monitor on the Server or standalone computer**. To restore, follow these steps:

1. Go to the Server where the database files are located. (Restore cannot be done from a Workstation.)
2. Open the DB Monitor program by going to **Start**, **Programs, Gradience**, and clicking on **DB Monitor**.
3. Enter your login and password. If you do not have access to the DB Monitor Restore feature, you will need to see your Administrator.
4. Click the **Restore** Tab.
5. Click the database to restore.
6. Click Browse and double-click the backup you wish to restore.
7. Click Start, Restore.
8. After Restore is complete, click Hide to minimize the DB Monitor.

You may open the program to see your restored data. Backing Up

DB Monitor

Go to **Start > Programs > Gradience > DB Monitor**.

The DB Monitor allows you to change the Server Name and Database Path, Backup and Restore your database, view database information and clear inactive connections. It will also show you what Gradience version each client computer is running. This is good to make sure everyone is on the same program versions.

Feature	Description
Settings	This allows you to change the Server Name and Database Path.
Backup	This allows you to set up a backup schedule or backup now. See above for creating a backup.
Backup History	This shows all backups completed. You will need to manually delete old backups from within Windows Explorer.
Restore	This can only be done from the same drive where the database resides. For example, if the database was located on a Server, the restore could only be done FROM the Server, not from the Client Workstation. See above for steps on restoring.
Information	This allows you to view how many users are connected to the database and where the current database is located. The Server Version information is the version of Interbase (database).
Statistics	This gives information on the database. Normally, you will not need this information.

Feature	Description
Connections	This allows you to view who is connected and any inactive connections that need to be cleared.

Clearing Connections

Go to **Start > Program Files > Gradience** and select **DB Monitor**.

To clear a connection, follow these steps:

1. Make sure that all users are out of all Gradience programs.
2. From the **Connections** Tab of the **DB Monitor**, click on the **Refresh** button and make sure that all Computer Names have a “N” under Active Connections.
3. Click **Clear Inactive Connections**. This will clear all connections listed with an “N” under Active Connections.

Performing Maintenance and Repairing the Database

The DB Maint is different from the DB Monitor. The DB Monitor utility allows you to view current connections, backup and restore, and view backup history. The DB Maint utility allows you to perform maintenance and attempt to repair a corrupted database.

DB Maintenance Utility

To run the DB Maint utility, go to **Start > Programs > Gradience > Maintenance > DB Maint**.

The **DB Maint** utility allows you to perform the following:

1. Perform periodic maintenance on the database to keep it at top performance.
2. Attempt to repair the database when corrupted.

Maintenance

We recommend that you periodically perform maintenance on the Gradience database (about once a month) by running the Gradience maintenance utility called DB Maint. DB Maint will perform some maintenance procedures on the Gradience database to keep it running at top speed.

CAUTION: The DB Maint should not be used as a replacement for a good backup schedule. The database may become corrupted beyond repair that can be quickly recovered by a current backup. We strongly encourage running backups within Gradience or DB Monitor, even if the database is on a Server that gets the whole drive backed up daily or on a Standalone computer.

Database Repair

If you can't open the Gradience program, we recommend running the DB Maint utility. It will attempt to repair a corrupted database. If the utility does not repair the database, please save screenshots of the error messages and contact Technical Support.

Running the DB Maint Utility

Whether performing monthly maintenance or attempting to repair the database, you would follow the same steps to run the DB Maint utility.

1. Go to **Start > Programs > Gradience > Maintenance > DB Maint**.
2. After clicking on **DB Maint**, click on **Start** to run the utility program.
3. After the utility finishes, click **Close** to exit.
4. Open the Gradience program.

NOTE: The DB Maint may take several minutes to run, especially on large databases. Please be patient.

CAUTION: Running the DB Maint utility requires exclusive use; everyone must be out of any Gradience programs. Any changes made to system during the running of the DB Maint utility will be lost.

DB Maint Features

The DB Maint utility has the following features:

Features	Description
Start	Begins the maintenance or repair.
Cancel	Stops the maintenance or repair process.
Print	Prints the error message(s). The **Print** button will not appear unless there are errors.
Copy	Copies the error message(s) to the clipboard. This will allow you to paste it into an email. The **Copy** button will not appear unless there are errors.
Close	Exits the DB Maint utility.

NOTE: The DB Maint utility will attempt to repair the database that the hrware.ini file points to. (Go to **Start > Run**, and enter: **hrware.ini**. Locate [HRWARE] in brackets and see the Server name and Path for the directory of the Gradience database.)

Custom Reports

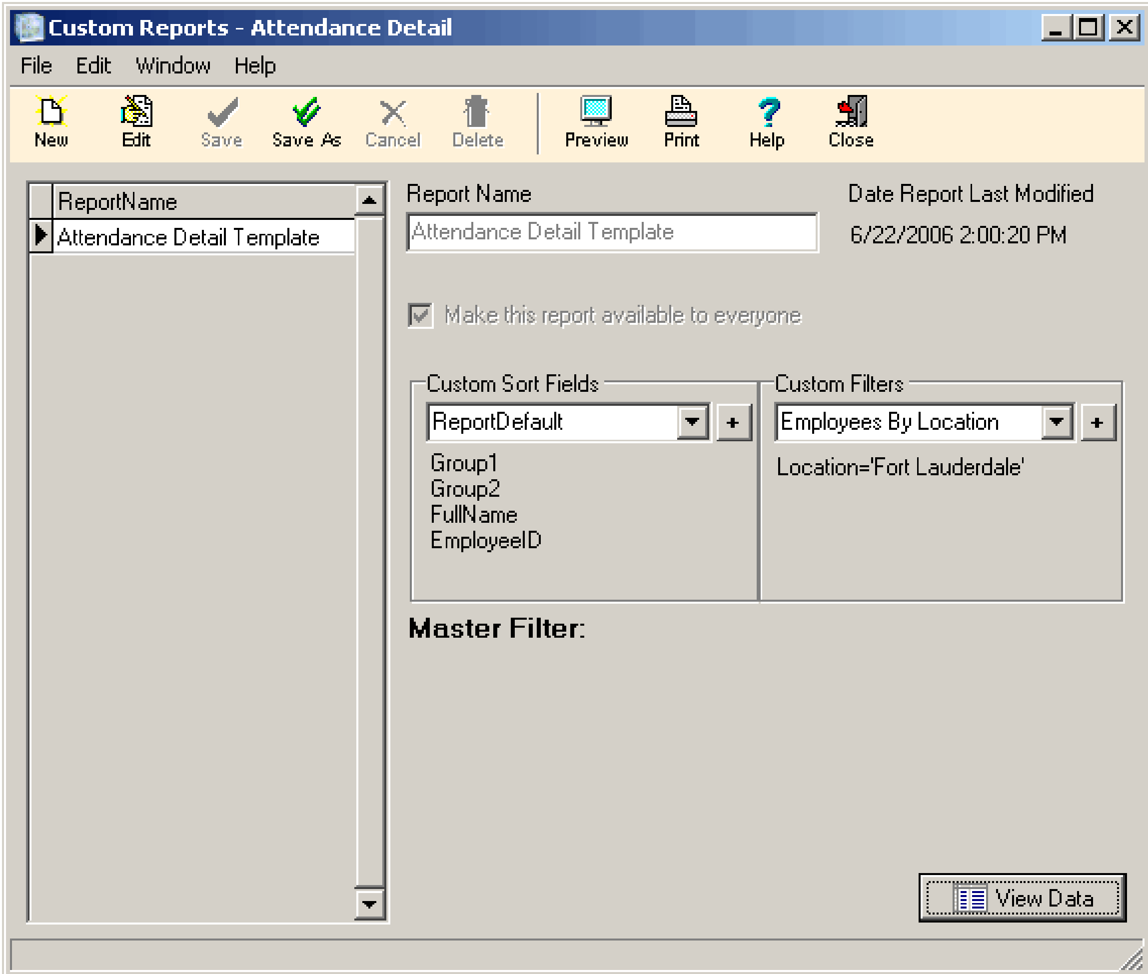
From any report feature (and after selecting filters and options such as Date ranges, Location and Department groupings, etc.) you can begin the process of creating a custom report. Custom Reports are a function of the **FastReport™** engine built into Gradience. The purpose of this tutorial is to take you through the process for creating a custom report, editing some basic information inside FastReport, and then showing you the outcome. For a full tutorial on working with FastReport, please see the FastReport documentation.

Custom Reports give the user the option to present data from the original (template) report in new and exciting ways. How it works is the “default” Gradience report (called a “template” inside the application) is used as a base for the new custom report. The user can always start a new report from scratch, but it is usually easier to create a new report by modifying a copy of the original template.

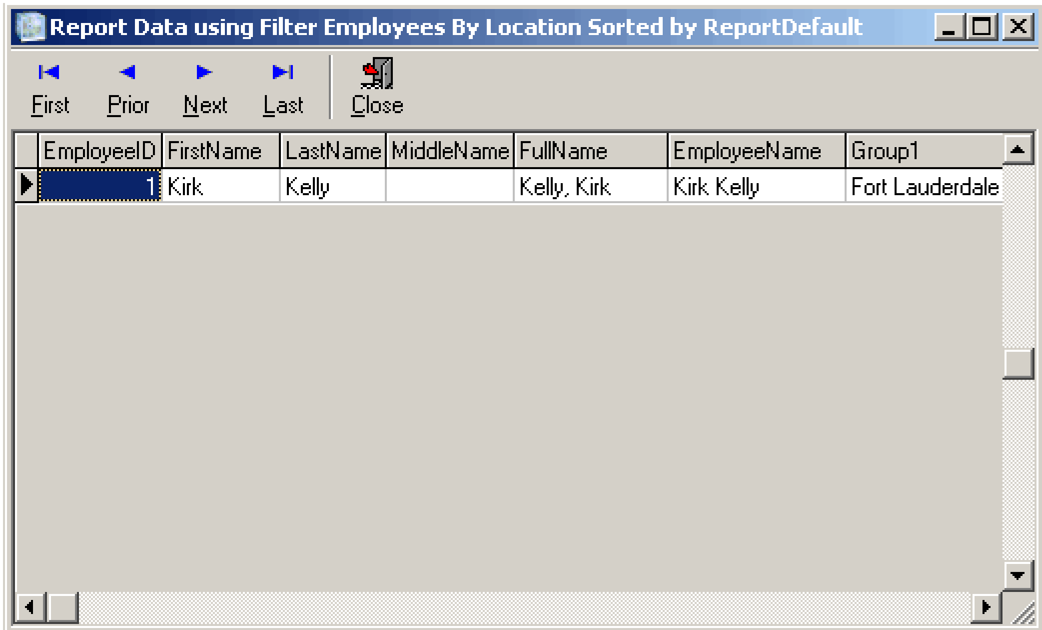
To create a custom report based on an existing report, you would click the Save As button and select a new name for the report. You would then proceed to edit the new “copy” of the report. To edit an existing report, select the report and click the Edit button. If you attempt to edit the “Default” report, a new name will be automatically assigned.

To create a custom report, follow these steps:

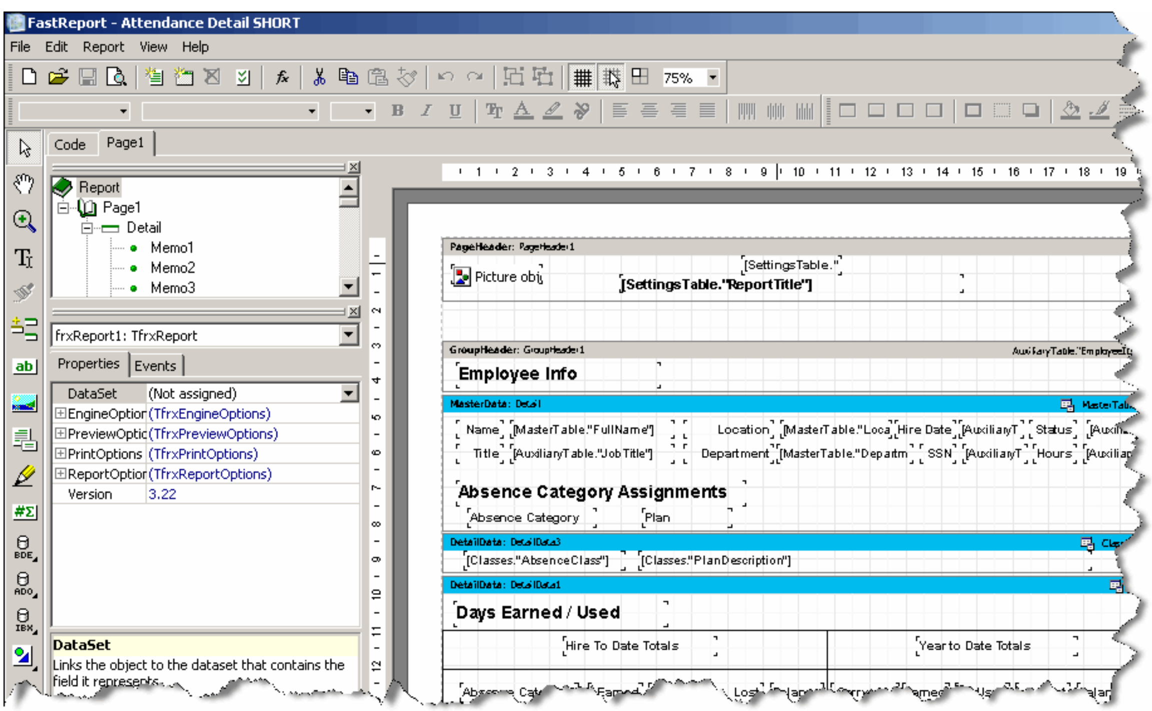
1. For this example, we will use the original Attendance Detail report as a template to create a new (custom) version of the report. Start by navigating to **Reports > Attendance Detail**.
2. Locate and click the **Custom Report** icon near the top right of the pane.
3. A new window titled **Custom Reports** – **Attendance Detail** will appear (shown below). As you can see, the current report name (in grayed out text) is **Attendance Detail Template**.



4. A **Custom Sort** can be selected by using the drop down selection in the Custom Sort Fields section. Custom Sort Fields work by allowing you to select a field which will be used to sort the records on your custom report. Some built-in examples include LastName and EmployeeID, and ReportDefault appears as the default selection when you create your first custom report (you will probably want to change the default selection). Click Edit first, then click the (+) button to the right of the dropdown to edit a Custom Sort field or create a new one.
5. A **Custom Filter** can be selected by using the drop down selection in the custom filter section. Since you have already activated editing for items in this window, you can go ahead and click the (+) button to the right of the dropdown to edit Custom Filters or create new ones.
6. By clicking the **View Data** button, you can see the results of any changes made to the sorts or filters. This can be very helpful when creating your own custom reports because you will be able to "preview" your report before you actually begin editing it in FastReport.



7. After previewing your data, click **Close** in the viewer window to return to the Custom Reports window.
8. If the report you wish to customize is not highlighted in the ReportName section, select the desired report now.
9. Clicking **New** or **Edit** will bring you into the **FastReport** custom report designer. While in the designer you will have the option to save the report as another name or save it to an external FastReport 3 (.fr3) file. You will also have the option to open a previously created FastReport file and save it in your database. See Help / Help Contents while in the designer for more information.



10. Once you are finished editing your custom report in the designer, click **File > Save**, **Save As**, or **Exit** to close the report to return to Gradience.

Importing and Exporting Data

The **import** function allows you to add new data from a text file into the Gradience program. Conversely, the **export** function allows you to export data from the Gradience program.

The software that you export your data from must be able to export the required information to a Tab delimited or fixed length text file. See the required import fields. Please note that we cannot provide support for other software program(s). Please contact the software vendor or manufacturer for more information on how to export data from your other software.

Features

Feature	Description
Load File	Loads the selected file into the data window.
Test	This tab will not highlight until a file is loaded. This checks for blank records and ensures that the department and location names that are being imported are already in the database.
Import	This tab imports the file into the database.
Help	This brings up the Help file pertaining to Importing.
Close	This closes the Import screen and takes you back to the main screen.

Feature	Description
Import File	This allows you to enter the path or navigate to the file you will be importing.
File Type	This allows you to select the file type. **a. Tab Delimited** – We recommend exporting or importing as this type of file. **b. Fixed Length** – Gradience may export or import fields with a fixed length.
Skip First Line	This will take out the first row, in case you have headers.
Check Duplicates	This allows you to check for duplicates against the import file and the files already in the database.

Required Fields

The following are required fields for importing:

- Last Name
- First Name
- Location – name must be in the Gradience database prior to importing
- Department - name must be in the database prior to importing
- Date of Hire
- Full/Part Time
- Active Status (Active, Inactive, or Terminated)

NOTE: Location and Department names must be created within the Gradience program BEFORE importing!

Importing

To import your information, follow these steps:

From within the program click **File >** Import.

1. Enter the path of the file or click on the  to navigate to it.
2. Select **Tab Delimited** or **Fixed Length**. This should correspond with the way the import file was saved.
3. Select **Skip First Line** if you have title headings. Do not select Yes if you don’t have title headings or you may lose the first line of data.
4. Click **Load File** to preview the file. At this point you should check that all column headings match the fields that will be imported.

> **Note**: The column titles above: SSN, Lastname, Firstname, and Middlename; check each column to make sure the appropriate data is in the correct column. For example, the SSN number should have an 11-digit number, plus two hyphens.

5. Select which fields to check for duplicates in the Check Duplicates box. Duplicates will be checked during the Test File phase.
6. Click **Test File**. This checks for blank required fields, and in the case of Location and Department, it checks to make sure that the name of the Location and Department has already been set up within the program.

> **CAUTION:** If duplicates are detected and you click on Import, these fields will be imported into the program.

7. Once it passes the Test portion, you will be able to click on Import File.

Exporting

The **export** feature is used to transfer basic employee information into a text file that you can open in any word processor or spreadsheet application. Only the basic information (see Field Layout) will be exported.

To export your information, follow these steps:

1. Click **File > Export**.
2. Select **Tab Limited** or **Fixed Length** for the Export File Type.
3. Enter a path and file name or keep the default name.
4. Click **Export**.

Your export file will be created as the file designated in the file block. You may rename the file, but we recommend keeping the file extension of .txt. After exporting, you may open the file from within any other spreadsheet or word processor program.

> **NOTE:** Only the information in the Field Layout will be available for export.

Export TimeClock Data

The TimeClock Export feature allows you to export the following data:

Last Name	Location
First Name	Department
Middle Name	Punch Hours
SSN	Punch Changes
Date of Birth	

Feature	Description
Export Type	**Single File** – Exports Employee Data and Hours Worked to a single file. If Export Punch Changes is selected, it will export to a separate file. **Relational File** – Exports Employee Data and Hours Worked to two separate files. If Export Punch Changes is selected, it will export to another separate file.
Export	This allows you to export the data.
Select Employee to Export	This allows you to select specific employees, locations and/or departments to export.
Hire Range Filter	This allows you to filter on a specific hire date range.
Job Status Filter	This allows you to filter on full and part time.
Employee Status Filter	This allows you to filter on Active, Inactive or Terminated employees.
Select Employee Data Fields to Export	**Available Fields** – This is the list of fields to choose from. **Fields to Export (In Export Order)** – This is the chosen field.
Export TimeClock Data	**Export Hours Worked for Period** – This allows you to select a date range for time card data for the selected employee(s). **Export Punch Changes** – This allows you to export punch changes.

To export data, follow these steps:

1. From the **File** menu, select **Export TimeClock Data**.
2. Select the export type: Single File or Relational.
3. Expand the tree, if necessary, and select the employees to export.
4. Select the data fields to export by either double-clicking on the file, or selecting the file and clicking on the arrow pointing to the right.
5. If needed, select the Export Hours Worked option with a date range.
6. If Export Hours Worked is selected you can select to Export Punch Changes option.
7. Click **Export**.

Getting Help

There are several ways to get help throughout the program.

Sample Database

A sample company (called a tutorial database) is provided so that you may view the different screens with sample data already filled in. It is recommended that you use the program with the tutorial database in order to get a feel for the program without having to worry about altering live data. When you are in the tutorial database, no changes are made to your live database. To open the tutorial database select **Start** > **Programs** > **Gradience** > **Data**.

The Help Menu

From the **Help** menu, select **Contents**. A listing of help topics is displayed. Select the Book that interests you (using a double-click) and then double-click the topic you wish to display.

The F1 Key

Pressing the F1 key is another way to obtain help within the program. From most areas of the program**,** pressing **F1** will display the topic associated for that screen.

Searching for Help

You can search for Help two different ways using the Help File.
Method 1 – From the **Help** menu, select **Search for Help on**. The Help Topics **Index** will appear. Select the **Topic** that interests you.

Method 2 – From the **Help** menu, select **Contents**. Click the **Find** Tab. If you have not used this feature before, the Find Setup Wizard will walk you through setting up the search index. Once the search index has been created, type in the **Keywords** you would like to search for and the results will be displayed.

A list of typical errors or messages that were known at the time of publication are listed in **Appendix B - Troubleshooting**.

For more complete information, please refer to one of the following:

- Readme. txt file located in the **C:\Program Files\ Gradience\Common** program directory.
- Help File located in **C:\Program Files\Gradience\Common** or accessible from the Start Menu.
- **Internet Site**: www.gradiencesupport.com

Before Contacting Technical Support

Please follow these guidelines before contacting Technical Support:

- Remember Gradience does not support setting up networks or computer configurations.
- If you are having problems with your computer, try rebooting first to see if that corrects the issue.
- If you are getting an error message, please write down the whole message or take a screen shot of it. Pressing the **PrintScrn** button on your keyboard will copy the screen to the clipboard; you may then open MS Word or WordPad and paste it to the document. From here you may print it out.
- If you are having problems with our program (getting error messages, program locking up, other strange things happening), please write down the steps to recreate the issue. This will speed things up when talking with a support representative.
- To get help in a timely manner, check the manual (Troubleshooting section), help files within the program, and our Web site at **www.gradiencesupport.com** for known issues, and help on using the program.
- If you do have to call, be near the PC and have the following information available:

    - **Gradience Account Number**
    - **Program Name**
    - **Program Version Number** (you may find this by going to **Help > About** from within the program)
    - **Full error message and steps to recreate**, if possible.

Contacting Technical Support

Technical Support for Gradience TimeClock is available as follows:
Internet: www.gradiencesupport.com
E-Mail Requests: techsupport@gradiencesupport.com
Phone Requests: 888-925-7740 (8:30 a.m. to 6:00 p.m., EST, Monday-Friday)

Troubleshooting

Here are the most common issues that you may experience when using Gradience.

- Unable to connect to Interbase Server
- Getting **SQL Parse Error: EOF in String Detected** message when logging in
- Unable to install on a Win NT or 2000 system
- Exceeded the authorized user count
- Moving database from one location to another
- Installing Gradience files to another drive other than c:\
- Installing Update from one location

Frequently Asked Questions

Q: Can I map the drive to the database as I did in Version 6 of your other software?
A: No. There is no mapping involved. If the database is on a network drive, the Client Workstation communicates to the Server through TCP/IP. When you enter the path for the Server, it must be "as seen" from the Server. (For example, if the Server Name is Server 1 and the Gradience Database Path on the Server is:
C:\Program Files\Gradience\Data\HRWARE.GDB
then this is what will be entered (EXACTLY) when installing to a Client Workstation.

Q: What do I need to know before installing to a network drive?
A: Installing the database to the network and the program files to a Client Workstation(s) is a two-step process. You'll need to install onto the Server (must be physically at the Server), and then to the Client Workstation(s). Keep these things in mind:

1. No drive mapping is involved.
2. TCP/IP must be installed at the Client and Server if database is on the Server.
3. When installing to the Server, you will be prompted to write down or print out the Server name and database path. Make sure you write these down EXACTLY as shown. You cannot install to the Server from the Client. When installing to the Client and when prompted for the Server name and database path, enter these in EXACTLY as shown from the Server install. NO DRIVE MAPPING IS NEEDED.
4. After installing check to make sure you can run the program from the Server. If you're having problems connecting to the database, check to make sure you have System – Full Control on the Gradience folder.

Q: What is the difference between the TimeStation and the TimeClock Admin?
A: The **TimeStation** is where your employees clock in/out from and is usually installed on a computer(s) in a convenient location accessible to employees. This computer can also have a swipe card reader attached to make clocking in/out easier. The **TimeClock Admin** is for managers and supervisors. This is where administrative work is done, such as setting up TimeClock access, and editing and printing time cards.

Q: What type of install (Standalone, Server, or Client) should I perform?
A: We recommend putting the database on the Server and the program on a Client Workstation. A Server has a less likely chance of locking up or crashing and allows the database to remain stable. A Client-Server installation requires 1) installing to a Server, and then 2) installing the Client(s).

Q: There isn't room on the C:\ drive on the Server. Can I install the database files and Firebird (Db Engine) files to another drive other than C:\?
A: Yes. Follow these steps:

1. When installing Gradience to the Server, install the program and database files first. Select Custom after the Setup type and click Next. This will give you the choice of where to install the program and database files.
2. After you click on Finish, it will prompt you to install Firebird, the database engine. Click Cancel to quit the installation process at this point.
3. Using **Windows Explorer**, navigate on the Gradience CD to the **BIN\Firebird** folder and run the install file. This will allow you to install Firebird to a physical drive.

NOTE: The Gradience files need to reside on a physical drive, not a mapped drive.

Unable to connect to Interbase Server

Users affected
Gradience Attendance
Gradience Records
Gradience TimeClock

Issue
When launching one of the programs above the following message may be encountered:

"This program was unable to connect to your Firebird / Interbase Server. This is likely due to the fact that the default Interbase User Account has been change. Please provide a User Name and Password with Administrative Privileges to Interbase."

Description
Users may encounter this issue for one of the following reasons:
If running from a Server:

1. If you're using an NT server and trying to install the database files to a drive other than C:\, permissions to the database folder may be incorrect.
2. If running from a Standalone Computer:
3. Interbase Guardian may be shut down
4. If running from a Client Workstation:
5. Incorrect Server Name and/or Database Path
6. Client needs to have TCP/IP installed
7. Server may be down

Possible Resolution

1. If running Gradience from a Server and encountering the above issue, try each of these solutions:
2. Check your permissions for the Database folder. Full Control access must be given to System for the database folder. You may add to the Permissions by going through Windows NT Explorer and going to Properties by right-clicking the database folder.
3. Check to make sure Interbase Guardian (or Interbase Manager) is running.
4. On a Win 95/98 system there will be an icon in the system tray (next to the clock). The icon graphic appears as a gray tower with a green flag. When you put your mouse over the icon it will read, "Interbase Guardian". This icon will not appear on a Win NT/2000 system. You may check to see if it is running on a Win 95/98/NT/2000 system by clicking on Start, Settings, Control Panel and clicking on the Interbase Manager. If it is not running click on Start (from within the Interbase Manager), then try to open the Gradience application again.
5. If encountering the message when running from a Client Workstation, try this:
6. Check the Server Name and Database Path by going to the Server, opening the Gradience application and clicking on Help, System Information and printing out this information from the TechSupport Tab. (If you don't have the TechSupport Tab then you

have an earlier version of Gradience and will need to do a screenshot of the System Information screen and Current Users screen and print them out.)

7. Once you have the Server information, go to the Client Workstation that you cannot connect to the Server with. From the Workstation, click on Start, Run, and enter: HRWARE.INI. Verify that the Server Name and Database path are the same.

NOTE: The printout of the Server Name and Database path you were asked to print or write down when installing the Server side must be exactly the same when entering this information on the Client Workstation(s)!

8. The Client needs to have TCP/IP installed.
9. This is done through the Network Neighborhood Properties. Please see your Network Administrator if you need more assistance in setting this up.

If everything is the same on the Client as it is on the Server and you're still unable to connect then try this:

If your Server has a static IP Address, try entering this for the Server name when installing to the Client Workstation.

10. If running from a Client Workstation and you went through the steps above and it didn't fix the issue check with your MIS or Network Administrator regarding the status of the Server.

Getting SQL Parse Error: EOF in String Detected

Issue: Getting an error message when logging in. Receive the following error message when logging in: **SQL Parse Error: EOF in String Detected**

Description: This is caused when pressing the comma key (**‘**) and **Enter** key at the same

Possible Resolution(s):
Avoid pressing the comma and Enter key at the same time.

Unable to install on a Windows 2000 system

Issue: Doesn’t finish installation

Description: This usually happens if you do not have full administrator rights on the Windows 2000 computer.

Possible Resolution(s):
Make sure you have full administrator rights before installing.

Exceeded the authorized user count

Issue:
You have exceeded the authorized user count. Your product license allows up to [number of licensed users] simultaneous users. There are # connections at this time.

The # connections is a number greater than one that changes each time you close and reenter the program.

Description:
Users may experience this issue when closing the program by clicking Exit under the File menu. Users who exit the program by clicking the close window icon in the top right corner will not experience the problem, but we still recommend downloading and installing the latest update.

Possible Resolution:
Download and install the latest Gradience program from our Updates area on our Web site at: www.gradiencesupport.com.

Please follow the installation instructions. After downloading and installing the update follow the steps below to clear the connections.

1. Close Gradience and any other Gradience Programs that are open.
2. Open DB Monitor and log in, if it is not already running. The DB Monitor resides on the computer where the Gradience database is installed.
3. Click the Connections button.
4. Click the Refresh button to verify all connections are "N" (not active).
5. If all connections are "N", then Click the Clear Inactive Connections button, this will reset the connections.
6. If you wish to close the DB Monitor (not recommended if you have automatic database backups scheduled), right-mouse click on the icon Gradience Database Monitor located in the system tray area, select Shutdown Database Monitor, and click OK to close DB Monitor.
7. Otherwise, click the Hide button.

Moving Database from One Location to Another

Issue:
Need to move your Gradience database from one computer (or drive) to another.

Description:
You may need to move the Gradience database because of receiving a new computer, new operating system, or running out of disk space among other reasons.

Possible Resolution:
The easiest way to move the database is to make a backup of your current database, install Gradience on the new computer, and restore the database. Follow the detailed instructions below:

1. From the current database backup your files from within the Gradience program by going to **File > Maintenance > Backup Database** or using the DB Monitor (go to **Start > Programs >Gradience > Maintenance > DB Monitor > Backup**). Put this file in a location where you can get to it from the new computer. For example, onto a shared network drive or Zip Drive.
2. On the new computer, whether installing to a Standalone Computer or Client-Server environment, we recommend installing Gradience using Custom as the Setup Type and Server as the Install Type. This will put a blank database at that location. Restore the database (from Step 1) using the DB Monitor. When restoring, you can only restore from the computer where the database resides. You will not have the option in the DB Monitor to restore from a Client Workstation. Note: When going through as a Server Install, this will give you the Server Name and Database Path. Write this information down or print it out if you have client workstations that need to connect to the database.
3. To point the Client Workstation(s), if applicable, to the new location launch the Gradience program from the Client and enter the Server Name and Database Path (from Step 2) when it asks for it.

Please contact Technical Support if you're having problems installing or connecting to the database. **Note:** Technical Support cannot assist you with Network issues, such as setting up network access rights or checking your TCP/IP connection, but they may be able to give suggestions to common issues.

Installing Gradience Files to Another Drive Other than C:\

Issue:
Installing Gradience files to another drive other than the C:\ drive

Description:
Sometimes installing to the C:\ drive is not feasible. It may not have much space left or it's not meant for database files.

Possible Resolution:
When installing Gradience there are three different sets of files that get installed: Program Files, Database Files and Database Engine Files (Interbase). When choosing Custom Install, you may select the location for the Program and Database Files that get installed at the same time. Interbase will automatically install to the c:\ drive after you click on the first Finish button. If this is okay, then you only need to follow Step 1 below and click on Finish. Otherwise, if you also want to install Interbase to another drive, then follow all of the below steps:

1. Run the installation of the selected Gradience program (such as Gradience Attendance , Records or TimeClock. When going through the installation process, choose Custom for the Installation Type. For the next two screens (Program Files and Database Files Location), click Browse to choose where to install them.
2. Stop at the point where it says FINISH. Do not click on it. Leave the install window open at this screen. Open Windows Explorer and go to the Windows Temp directory.
3. From the Windows Temp directory locate (or do a search for) IBWin32setup.exe.
4. Double-click on this file to start the installation process. This will install the database engine files (Interbase) and give you the ability to install these files to another drive other than C:\.

Install Update from One Location

Issue:
When a new update is released, you must install at each client workstation(s) and at the database server. These instructions will show you how to set up the Gradience folders to only install the new update once from one central location.

Description:
Setting up one shared directory for the program files will make updates quicker and easier.

Possible Resolution:
These instructions will explain how to set up the Gradience program files in one shared location to make updating easier:

1. **Copy the Gradience installation file(s) to a shared directory.** The Server and all workstations that will have (or already have) Gradience installed should have access to this shared directory on the network. If you downloaded the Gradience update from our Web site (www.gradiencesupport.com), then you will only have one file. If you have an Gradience CD then you will need to copy the appropriate Gradience program keeping all of it's folders intact.

For example, while navigating the Gradience CD through Windows Explorer, under the **BIN** folder, you would copy the **Atcon70** folder to the shared directory.

2. From the Server (or computer where the database resides), navigate to the shared directory, and run the Server installation (even if the Gradience program is already installed on the Server) by following these steps:
   2.1. At the **Setup Type**, select **Server**. Click **Next**.
   2.2. At the **Installation Type**, select **Custom**. Click **Next**.
   2.3. At **Select Components**, leave the defaults. Click **Next**.
   2.4. At **Program Files Location**, click **Browse** and navigate to the Shared directory. Add **\Gradience** to the end of the Path.
   2.5. At the **HRWare Database Files Location**, click **Next**.
   2.6. Write down or print the Server Name and path. These will be needed for the Client installs. Click **Close**, then **Next**. This will install the Server files.
   2.7. If the **Interbase** install starts up, click **Next** to install it, otherwise, go to Step 2.8.
   2.8. Go to Client Workstation.
3. From the Client Workstation, navigate to the shared directory, and run the Gradience installation (even if the Gradience program is already installed on the Workstation) by following these steps:
   3.1. At the **Setup Type**, select **Client**. Click **Next**.
   3.2. At the **Installation Type**, select **Custom**. Click **Next**.
   3.3. At **Select Components**, leave the defaults. Click **Next**.
   3.4. At the **Program Files Location**, click **Browse**, and navigate to the **\Gradience** shared directory created during the Server install. Click **Next**.
   3.5. At the Database Server Information screen, enter the Server name and database path exactly as shown from the Server install.
   3.6. Click **Next**. This will install the program files.
   3.7. Follow the above steps for any other Client Workstations that will have Gradience installed.

When the above steps are completed once, then when you need to install an update, only steps 1 & 2 (2.1—2.7) need to be completed. All users must exit the Gradience program(s) before updating. All of the shortcuts on the Client Workstations will be pointed to the shared directory that will be updated when the Server install is completed.

USB Fingerprint (BIO) Reader Setup Guide

This document covers the following for setting up (enrolling) User and Employee fingerprints for use with the USB Fingerprint Reader and TimeClock application:

Pre-setup Requirements
User Access Vs. Employee Access
Setting up User Access for use with the Fingerprint Reader
Logging into the TimeClock Administration using the Fingerprint Reader
Setting up Employee Access for use with the Fingerprint Reader
Clocking in/out with the Fingerprint Reader
Logging into *MyTimeClock* with the Fingerprint Reader
Maintenance

Pre-setup Requirements

The following should be completed prior to setting up the USB Fingerprint Reader:

Time Clock Application installed (MyBiz 2.3.x.x or Gradience 8.3.x.x and above)
Device Driver for the USB Fingerprint Reader installed

USB Fingerprint Reader connected

User Access Vs. Employee Access

User Access - is given to Supervisors and Managers and to any one else who will need access to set up or maintain the program. User Access is set up through the **User Security** feature.
Employee Access - is given to those employees who will be clocking in and out. Employee Access is set up through the **TimeClock Access** feature.

Setting up User Access for use with the Fingerprint Reader

1. From within the TimeClock Administration, go to **Settings**, then **User Security**.
2. Either select a user from the list or create a new user.
3. Under the Fingerprint heading, click on the **Add** button and follow the onscreen instructions.
4. Click the **Save** button when completed.

Logging into the TimeClock Administration using the Fingerprint Reader

1. Close out and launch TimeClock Administration to get to the login screen.
2. At the login screen, you may log in by fingerprint any time the “Fingerprint Scanner Ready…” message is displaying. The Fingerprint Scanner will become inactive after 90 seconds.

Setting up Employee Access for use with the Fingerprint Reader

1. From within the TimeClock Administration, go to TimeClock Access.
2. Select an employee to edit.
3. Under the Fingerprint heading, click on the **Add** button and follow the onscreen instructions.
4. Under the TimeClock Access heading, place a checkmark in the **Enable Employee TimeClock Access** checkbox. If unchecked, the selected employee will not have access to clock in/out.
5. Click the **Save** button when completed.

Clocking in/out using the Fingerprint Reader

A learning curve is not involved in clocking in and out with the Fingerprint Reader.

1. Connect the USB Fingerprint Reader to the same computer where the TimeStation is running.
2. Employee’s clock in/out by placing their finger on the Fingerprint Reader at any time when the TimeStation is running.

Logging into *My TimeClock* with the Fingerprint Reader

1. From the TimeStation screen, click on the **My TimeClock** button or press **F9**.
2. At the login screen, you may log in by fingerprint any time the “Fingerprint Scanner Ready…” message is displaying.

Maintenance

Using a non-scratch cloth clean the lens of the Fingerprint Reader as needed.

Decimal Conversion Table

1	2	3	4	5	6	7	8	9	10
.0166	.0333	.05	.0666	.0833	.1	.1166	.1333	.15	.1666
11	12	13	14	15	16	17	18	19	20
.1833	.2	.2166	.2333	.25	.2666	.2833	.3	.3166	.3333
21	22	23	24	25	26	27	28	29	30
.35	.3666	.3833	.4	.4166	.4333	.45	.4666	.4833	.5
31	32	33	34	35	36	37	38	39	40
.5166	.5333	.55	.5666	.5833	.6	.6166	.6333	.65	.6666
41	42	43	44	45	46	47	48	49	50
.6833	.7	.7166	.7333	.75	.7666	.7833	.8	.8166	.8333
51	52	53	54	55	56	57	58	59	60
.85	.8666	.8833	.9	.9166	.9333	.9166	.9666	.9833	1.0

The above marks in gray designate minutes with the decimal equivalent below them. Semi-gray designate minutes that are equally divisible by 60.

The formula for getting the decimal number is *minutes* divided by 60.

Gradience TimeClock automatically converts the time entry minutes to decimals. For example, if Joe had worked 8 hrs and 30 minutes, Gradience TimeClock would show this as 8.5 hrs. This makes it easier for payroll purposes.

Import / Export File Format

You may import and export only the fields on the Field Layout page. There are two different formats that you may use: Tab Delimited and Fixed Length.

For a Tab Delimited format you may use any program that allows you to save as Tab Delimited. Excel and Access are two that will allow this. This is the easiest format.

When entering your information into a spreadsheet such as Excel, you will need to follow the order of the field names according to the Field Layout page.

For example, the columns should have SSN first, then Last Name, First Name, etc. Also, you will need to leave a blank column for any fields that you will leave blank. For example, following the format on the Field Layout page, we create a Tab Delimited file with the fields: SSN, **Last Name**, **First Name**, [blank column for Middle Initial field], **Location**, **Department**, **Date of Hire**,

Full/Part Time, [blank column for Title field], [blank column for Employee Code field] and **Active Status**. All of the fields in bold are required. We would still need to have a blank column for MI, Title and Employee Code in the order of the fields.

For a Fixed Length format, you may use the DOS Editor or any other editor that shows you the field length. The lengths of each field must correspond to the Length column under the Field Layout page. We recommend using the Tab Delimited format.

The following is the field layout for importing text files into Gradience Attendance. Fields shown in **bold** type are required and all import text files must include them.

Field Name	Length	Format
Social Security Number	11	123-45-6789
Lastname	20	up to 20 characters
First Name	20	up to 20 characters
Middle Name	20	up to 20 characters
Location	50	up to 50 characters
Department	50	up to 50 characters
Date Of Hire	10	MM/DD/YYYY (slashes required)
Full/Part Time	1	Full-Time or Part-Time (only)
Title	30	up to 30 characters or numbers
Employee Code	14	up to 14 characters of numbers
Active Status	10	Active, Inactive, Terminated

If you have Records installed, your text file can also include the following fields:

Date of Birth	10	MM/DD/YYYY (slashes required)
Address 1	30	up to 30 characters or numbers
Address 2	30	up to 30 characters or numbers
Home Phone	30	800-123-4567 (dashes required)
City	30	up to 30 characters or numbers
State (2 character)	2	2 characters, i.e., FL
Zip Code	15	33325-1234 (-1234 can be omitted)
Salutation	5	Mr. – Ms. – Mrs. – Dr. (only)
Employee Security Level	16	up to 16 characters or numbers
Race	25	Must match a valid race on the detail tab.
EEO Category	25	Must match a valid category on the detail tab.
Sex M/F	1	M or F only
Driver’s License Number	15	up to 15 characters or numbers
I9 Renewal Date	10	MM/DD/YYYY (slashes required)
Veteran Status	25	Disabled - Vietnam Era - Other Veteran –
Office Phone & Ext.	30	800-123-4567 Ext. 123
Fax	30	800-123-4567
Email address	30	up to 30 characters or numbers
Address Effective Date	10	MM/DD/YYYY (slashes required)

Magnetic Stripe Card Specifications

This information is if you are going to utilize a card reader.

Keyboard Wedge – The reader may be a magnetic stripe card or bar code reader. We have tested with a keyboard wedge, which the keyboard connects into the reader and then to the computer.

Formats: ISO 7811, AAMVA, and CA DMV.

Cards must be pre-encoded (on one track only) with up to 24 alphanumeric characters on track 1, 2 or 3, with a single carriage return at the end.

If you have a technical question, please contact Technical Support at (888) 925- 7740.

Standard Time Vs Military Time

The following chart is for reference.

Standard Time	**Military Time**
12 pm	1200 hrs
12:30 pm	1230 hrs
1 pm	1300 hrs
2 pm	1400 hrs
3 pm	1500 hrs
4 pm	1600 hrs
5 pm	1700 hrs
6 pm	1800 hrs
7 pm	1900 hrs
8 pm	2000 hrs
9 pm	2100 hrs
10 pm	2200 hrs
11 pm	2300 hrs
12 am	2400 hrs
1 am	0100 hrs
2 am	0200 hrs
3 am	0300 hrs
4 am	0400 hrs
5 am	0500 hrs
6 am	0600 hrs
7 am	0700 hrs
8 am	0800 hrs
9 am	0900 hrs
10 am	1000 hrs
11 am	1100 hrs

ET215 Terminal Quick Start

Overview

This is a QUICK START document for use with the TimeClock Remote Ethernet Terminal. It will help the first time user get a terminal installed and communicating rapidly. It is strongly recommended that this documentation is reviewed BEFORE installation of the terminal is attempted.

It is assumed that the user has a host computer with the TCP/IP network protocol installed and the computer is connected to the Ethernet network. It is also assumed that the installer is familiar with network fundamentals such as IP address and port number. The Gradience TimeClock Remote program is required to remotely configure and test the terminal over the network.

TimeClock Remote Configuration

The terminal must be configured with a valid IP address BEFORE it can be installed on the network. Initially this process is accomplished using the keypad & display. Once it is configured properly and installed on the network, it can be reconfigured over the network using the Gradience TimeClock Remote program.

1. Attach the power adapter to the terminal and plug the adapter into a power receptacle.
2. The terminal should “beep” three (3) times and then display the “Offline” message.
3. Hold down the “S1” & “S2” keys and then press the “IN” key to enter the configuration mode. A menu will be display, press the “2” key to modify the configuration parameters.
4. The default IP address will be displayed. In most cases the default IP address (192.168.168.50) will have to be changed. Use the keypad to modify the IP address value and press the “Enter” key.
5. The default network mask will be displayed next. Change this if you have a network mask and press the “Enter” key.
6. The other setup parameters are presented one at a time on the terminal display. Press “Enter” until you get to MODE. Change the Mode parameter to 2. The default values for the others should be valid for most applications and can be accepted by simply pressing the “Enter” key.
7. When all of the setup parameters have been entered, the terminal will return to the configuration menu. Press the “Enter” key to exit the configuration mode. The “Offline” message will be displayed.
8. At this point the terminal can be powered down and is ready for installation.

Installation

Once the TimeClock Remote has been configured, it can be installed on the network.

1. Connect the terminal (RJ-45) to a 10/100BaseT Ethernet hub (or switch) with a standard Ethernet cable.
2. When power is applied one of the network status LED indicators should light.
3. Start the TimeClock Remote program on the host Windows PC computer and login by going to File > User Login.
4. Click File > New Terminal to create a new terminal connection. The Terminal Name is what will display under Help > System Information on any Gradience program. Select the TimeClock Remote (or the appropriate Terminal Type) and enter the IP address and the Port Number (default is 1070).
5. Select Connect at Startup and press Connect. The TimeClock Remote program will display Connected and the Terminal will respond with the date and time. This indicates the Terminal is communicating over the network and is ready to accept commands.
6. Data can be entered on the TimeClock Remote keypad by pressing the numeric keys and then pressing the “Enter” key. The entered message will appear on the telnet client screen.
7. If the TimeClock Remote is equipped with a card reader (mag-stripe) the decoded output can be displayed.

Optional digital I/O functions can also be tested using the RELAY, INPUTS, and COUNTER commands.

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