THE CS TIMECLOCK

WEB INTERFACE

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INTRODUCTION

The CS TimeClock web interface allows users to manage employees and the CS TimeClock remotely via a web browser.

USER TYPES

There are 4 types of CS TimeClock users:

1. Administrator: The administrator can access all the menus on the CS TimeClock. Only an administrator can access the Setup menu. This includes the clock's network settings, setting the time and time zones, setting sirens and updating the clock firmware.
2. Supervisor: A supervisor can change information for ALL the employees on the clock, but has no access to the device setup.
3. User: A user only has access to his / her own information and also has the ability to change that information.
4. A user with no web access: This user can clock, but is not allocated a web interface password and therefore has no access to the web interface.

STANDARD WEB INTERFACE BUTTONS / LINKS

	The blue triangle will enable you to change the record in the same line
	The red cross will give the option to delete a record in the same line or indicates a deleted record
	The Insert button will allow one to add a record in the relevant browse screen
	The Save button will save any changes made to a record
	The Cancel button will ignore any changes made to a record and will return to the previous window
Index Page	This link will return the user to the main browse window
Prior Record	This link will show the record in the main browse window prior to the one currently viewed
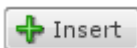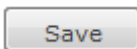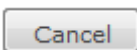
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| Next Record | This link will show the next record in the main browse window |

| .... | This button will open a calendar from which the user can select a date |

| Apply | The Apply button will apply any changes made to a date range |

| Delete | The Delete button will confirm the deletion of a record |

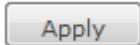| Send To | The Send To button will export all the information in the current view to a *.CSV file |

| Search | Start searching for a value entered in the "Search for" field. This will filter the records returned in your browse window. |

| Reset | Reset your "Search for" view filter to show information for ALL your employees in the browse windows. |

| [Logout] | The Logout link in the top right corner of the screen will log the user out of the web interface |
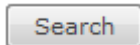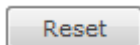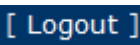
ACCESSING THE WEB INTERFACE

Once you have connected the CS TimeClock to your network, and given the clock an IP address, open a web browser and type in the IP address in the address bar as follows:
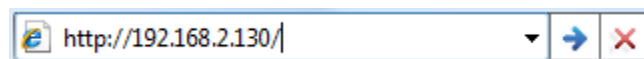
http://192.168.2.130/

In the above screenshot, replace "192.168.2.130" with the IP address of your clock.

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If you are not sure what the IP address is of your clock, please walk up to the clock, and proceed as follows to find the IP address:

On the keypad, press # to enter the keypad menu. Press 2 ('Enquiry') and 2 again ('Clock Status'). Press # twice to see the clock's IP address.

This will show you the IP address of the clock on the display.

Save this address as a Favourite, so you do not have to remember the IP address.

Once you have typed in the IP address of your clock in the address bar of a web browser, the following login screen will appear:

The default login is: 9970. The default password is: password

Type in the login and password, and click Login.

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The following window appears:
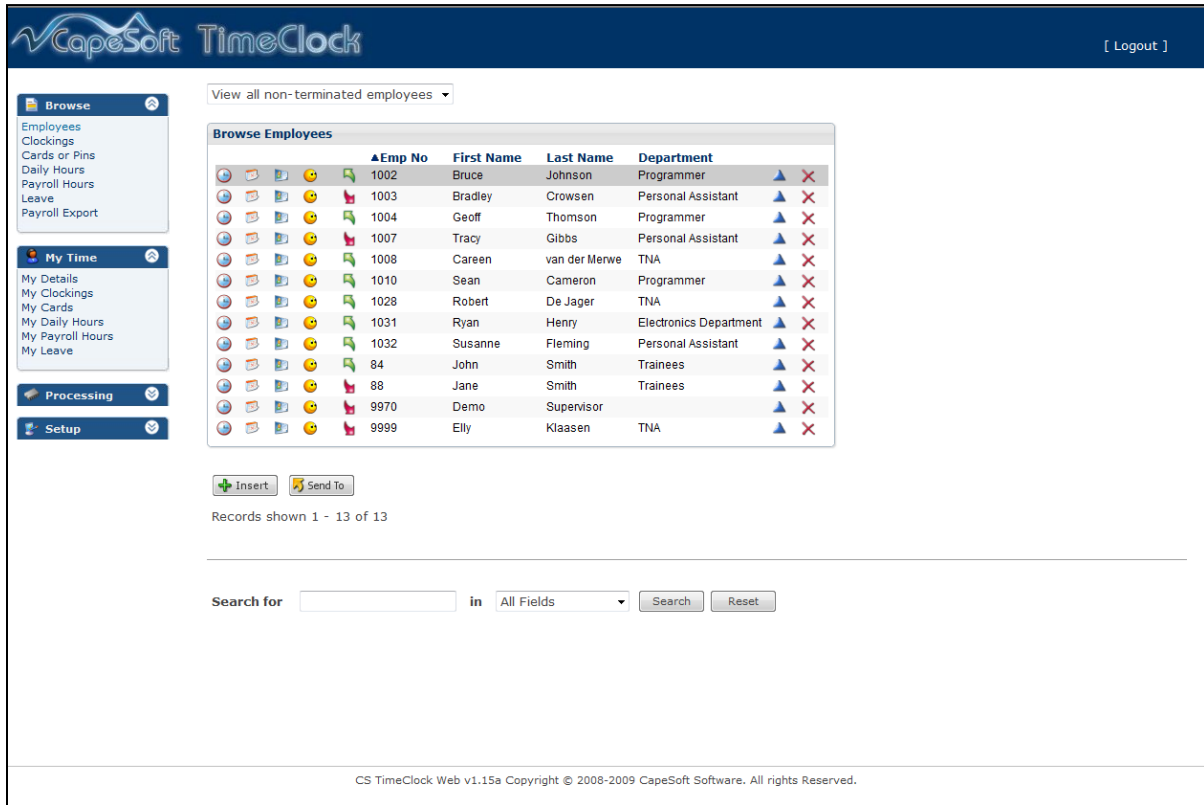
The above window shows you a list of all employees. If no users have been entered on the clock, only the information for the Demo User will appear.

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THE MENUS

THE BROWSE MENU

From the Browse menu on the left hand side you can select:

- Employees
- Clockings
- Cards or Pins
- Daily hours
- Payroll hours
- Leave
- Payroll Export

Note that when you select any of these options from the left hand side menu, a window will be displayed with your selection. The details for ALL employees will be listed.

FILTERING BROWSE INFORMATION

You will notice the following section at the bottom of each browse window:

To see on which fields in the browse window you can apply a view filter, click on All fields. Then enter the search criteria for that specific field.

Example: If you only want to view the clockings for a specific employee in the Browse Clockings window, you can enter their employee number, select No and click on Search. See example screenshot on next page.

If you wish to view information for all the employees again, click on the Reset button.

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SORTING BROWSE INFORMATION

Information in your browse window can also be sorted in ascending or descending order by clicking on the field (column) header. Example: to sort employees by their last name in the Browse Employees window, click on **Last Name**. A ▲ before the column header indicates that the information has been sorted in ascending order and a ▼ indicates a descending sort order.

From Date: 12/01/2009 .... To Date: 13/01/2009 .... Apply

Browse Clockings

▼Date	Time	No	Surname	First Name	In/Out	Card No	Type	Clock	Reader	Area		
13/01/2009	18:22:44	31	Henry	Ryan	Out	0030717938	Clock	19629	2	Outside	▲	✕
13/01/2009	18:22:43	31	Henry	Ryan	In	0030717938	Clock	19629	2	CapeSoft Office	▲	✕
13/01/2009	18:22:33	31	Henry	Ryan	Out	0030717938	Clock	19629	2	Outside	▲	✕
13/01/2009	07:11:01	31	Henry	Ryan	In	7926	Clock	19629	1	Outside	▲	✕
12/01/2009	16:45:39	31	Henry	Ryan	Out	0030717938	Clock	19629	2	Outside	▲	✕
12/01/2009	16:45:36	31	Henry	Ryan	In	0030717938	Clock	19629	2	CapeSoft Office	▲	✕

➕ Insert   🔄 Send To

Records shown 1 - 6 of 6

Search for 31   in Employee No ▾   Search   Reset

Let's have a look at the different windows in more detail.

THE SEND TO BUTTON

The Send To button in the "Browse" windows allows you to export the information that your are viewing on screen to a *.csv file. A *.csv file is a comma separated value file that can be opened in spreadsheet software like Microsoft Excel.

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When clicking on the button some web browsers may prompt you to either open or save the file e.g. Mozilla FireFox:
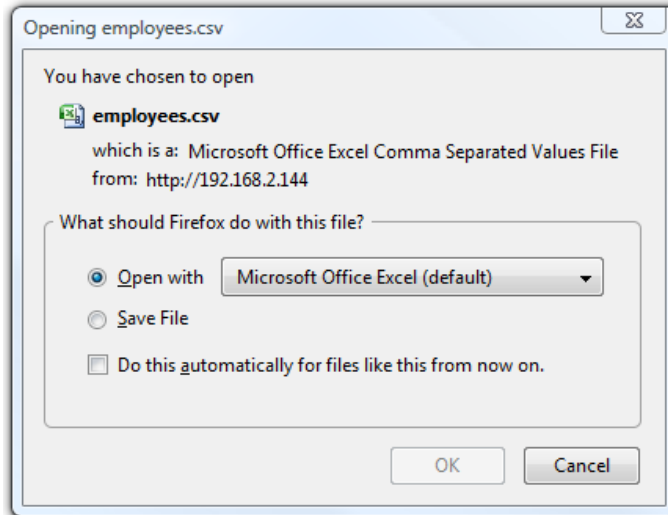
Select the preferred option and click on Ok.

You may receive the following or a similar message to the one below, if you open the file.
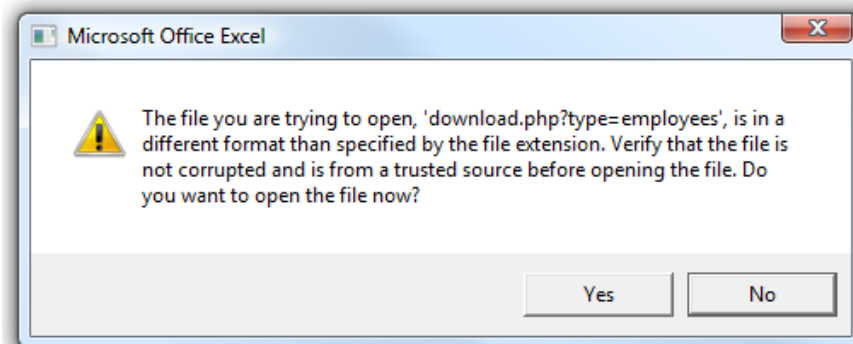
In this case, if you click on "Yes" the file will be opened as a read only file. You would need to save the file with a different name to be able to edit it. If you click on "No", Microsoft Excel will create and open a copy of the file which you can edit.

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EMPLOYEES

Browse Employees is the first window to appear when you are logging in to the clock (see screenshot below).
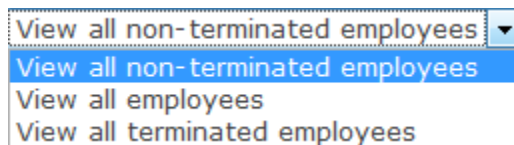

You can filter your view to only show non-terminated employees, all employees or show only terminated employees. See page 16 for a definition of a terminated employee. To do this, click on the drop down menu above the Browse Employees heading and select the desired option:

If you only want to look at the details (eg. Clockings / Cards or Pins / Daily Hours / Leave or Employee Details) for a particular employee, you can select one of the little picture icons listed before the name of the employee you want to see the details for.

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The clock icon will list the clockings for that employee

The calendar icon will list the daily hours for that employee

The card icon will list the cards or pins for that employee

The smiley face icon will list the leave records for that employee

Further information available from this browse window includes the current status arrows: indicates that the employee's last clocking was In, and indicates that that the employee's last clocking was Out.
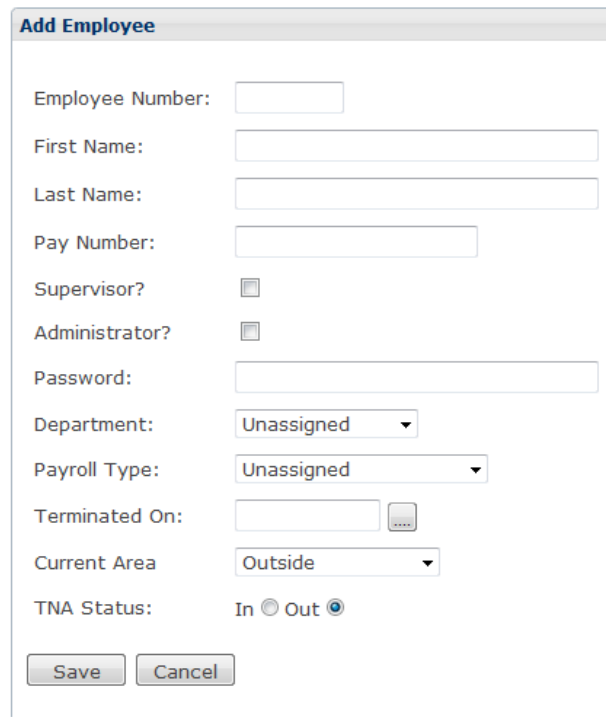
If you hover your mouse pointer over the employee's status arrow, a popup will appear with the last clocking time and date:

Greg is In since 07:06 14/11/2008

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ADDING AN EMPLOYEE

You can add an employee by clicking on "Insert" button at the bottom of the "Browse Employee" window. The following window will appear:

- Employee Number: This number must be unique for each employee. The CS TimeClock allows an alphanumeric number to the maximum of 10 characters.
- First Name and Last Name: Enter the employee's name in these fields.
- Paynumber: Enter the employee's payroll number if it is different from the employee number.
- Supervisor: Give the employee supervisor status (see page 5 for the definition of a supervisor).
- Administrator: Give the employee administrator status (see page 5 for the definition of an administrator).
- Password: Set the web interface password for the employee if they must have access to the web interface or has supervisor and/or administrator rights on the clock.

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- Department: Select the employee's department from the list of departments defined under Device Setup by an administrator.
- Payroll Type: Select the payroll export used for this employee. If a payroll type is left on Unassigned, no payroll balancing will be done on the employee's payroll hours.
- Terminated On: If applicable, enter the employee's termination date. After this date the employee will no longer be able to clock or access the web interface. The employee's clocking and hours history will be kept on the clock and the employee can be reinstated again by changing or removing the termination date.
- Current Area: This field is used in access control and one can set the initial area when adding an employee.
- Current status: This is one on one related to the clockings of the employee. If the employee is in the building, and clocked on the clock, the current status will be IN. If the employee has left for the day, or did not clock at all, the current status will show OUT. We recommend not to touch the current status here, but rather add an IN or OUT clocking for this employee as the "current status" field does not reflect the actual situation.

Click on "Save" to save the employee details or "Cancel" to return to the employee list.

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CHANGING AN EMPLOYEE RECORD

You'll see the following windows when changing an employee record:

In this window you can change:

- Employee number.
- First name.
- Last name.
- Pay Number: If the employee has a different number in your payroll and you are using the Payroll Extract Option, enter their payroll number here.
- Nominate an employee as a supervisor (see page 5 for the definition of a supervisor).
- Nominate an employee as an administrator (see page 5 for the definition of an administrator).
- Give the employee a password, so they can log on to the web interface.
- Allocate a department to an employee.
- Select a payroll export to be used for this employee.
- Enter a termination date. The day after the termination date the employee's card / pin number will be deactivated and will be available to reassign to a different

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employee. A terminated employee's details and clocking history will remain on the clock's database and the employee can be reinstated again by changing or removing the termination date.

- Change the current area the employee is in.
- Change the current status of the employee. We recommend not to touch the current status here, but rather add an IN or OUT clocking for this employee as the "current status" field does not reflect the actual situation.

REMOVING AN EMPLOYEE

Clicking on the red cross next to the employee name will open the following window:

Note that the only option on this window is to click delete or cancel.

	When you select DELETE, **ALL** details for this employee will be removed from the clock. Depending on the amount of data the clock has stored for the employee, the delete process may take a couple of seconds to complete.

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CLOCKINGS

VIEWING CLOCKINGS

At the top of the screen, you can select a From Date and a To Date.

▼Date	Time	No	Surname	First Name	In/Out	Card No	Type	Clock	Reader	Area
11/03/2009	10:55:51	10	Cameron	Sean	Out	7326	Clock	Automatically Created Daughterboard (With Readers)	1	Outside
11/03/2009	09:08:35	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office
11/03/2009	07:59:03	32	Fleming	Susanne	In	0023569182	Clock	Automatically Created Daughterboard (With Readers)	2	CapeSoft Office
11/03/2009	07:58:32	10	Cameron	Sean	In	7326	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office
11/03/2009	07:46:48	7	Gibbs	Tracy	In	87229	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office
11/03/2009	07:17:07	40	Ackers	Wayne	In	92963	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office
11/03/2009	07:00:38	31	Henry	Ryan	In	0030717938	Clock	Automatically Created Daughterboard (With Readers)	2	CapeSoft Office
11/03/2009	06:35:33	4	Thomson	Geoff	In	0005735336	Clock	Automatically Created Daughterboard (With Readers)	2	CapeSoft Office
10/03/2009	18:17:35	2	Johnson	Bruce	Out	0005741479	Clock	Automatically Created Daughterboard (With Readers)	2	Outside
10/03/2009	17:38:00	28	De Jager	Robert	Out		Manual			Outside
10/03/2009	17:24:24	4	Thomson	Geoff	Out	0005735336	Clock	Automatically Created Daughterboard (With Readers)	2	Outside
10/03/2009	17:17:16	10	Cameron	Sean	Out	7326	Clock	Automatically Created Daughterboard (With Readers)	1	Outside
10/03/2009	16:43:47	40	Ackers	Wayne	Out	92963	Clock	Automatically Created Daughterboard (With Readers)	1	Outside
10/03/2009	16:05:01	8	van der Merwe	Careen	Out	227	Clock	Automatically Created Daughterboard (With Readers)	1	Outside
10/03/2009	16:03:46	31	Henry	Ryan	Out	0030717938	Clock	Automatically Created Daughterboard (With Readers)	2	Outside
10/03/2009	16:01:58	32	Fleming	Susanne	Out	0023569182	Clock	Automatically Created Daughterboard (With Readers)	2	Outside
10/03/2009	13:26:22	31	Henry	Ryan	In	7926	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office
10/03/2009	11:32:20	31	Henry	Ryan	Out	0030717938	Clock	Automatically Created Daughterboard (With Readers)	2	Outside
10/03/2009	11:10:49	7	Gibbs	Tracy	Out	87229	Clock	Automatically Created Daughterboard (With Readers)	1	Outside
10/03/2009	10:16:01	8	van der Merwe	Careen	In	227	Clock	Automatically Created Daughterboard (With Readers)	1	CapeSoft Office

Insert   Send To

Records shown 1 - 20 of 399

Pages: 1 2 3 4 5 6 7 8 9 10 11...20 Next >>

There is a little calendar icon next to the date fields: this will bring up a calendar, where you can select a date, by clicking on the correct date field:

Mo	Tu	We	Th	Fr	Sa	Su
November 2008						
27	28	29	30	31	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

Alternatively you can type the date manually.

After you have changed the dates, you will have to click "Apply" to search for the clockings within the date range you selected.

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The clockings are listed in date order, with the most current date at the top of the screen. You can sort the clockings by any of the fields listed by clicking on the column header e.g. Surname.

You may see the following icons to the left of some of your clockings:

The hand icon indicates that the clocking was changed or is a manual added clocking

The red cross indicates that the clocking was marked as deleted

ADDING A CLOCKING

Click "Insert" to add a clocking for an employee.

Add Clocking

Date:	04/11/2008
Time:	08:00:00
Employee:	
Type:	Manual
Reader S/no:	
Reader No:	
Area:	0
Status	In ◯ Out ◉

[Add] [Cancel]

- Date: Enter the clocking date manually or select it from the calendar.
- Time: Enter the time of the clocking. It is not necessary to enter the colons (:), but one has to enter at least 4 digits e.g. entering 1500 will register as 15:00:00.
- Employee: Select the employee from the drop down list.
- Type: Any clocking added via the web interface will register as a manual clocking.
- Reader S/no: Optional and for reference purposes only.
- Reader No: Optional and for reference purposes only.
- Area: The access area in which the clocking was made.
- Status: Select the direction of the clocking.

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Click on "Add" to save the clocking or "Cancel" to return to the "Browse Clockings" window without saving.

CHANGING A CLOCKING

If you want to change a clocking, click on the blue triangle at the end of the line the clocking is listed on.
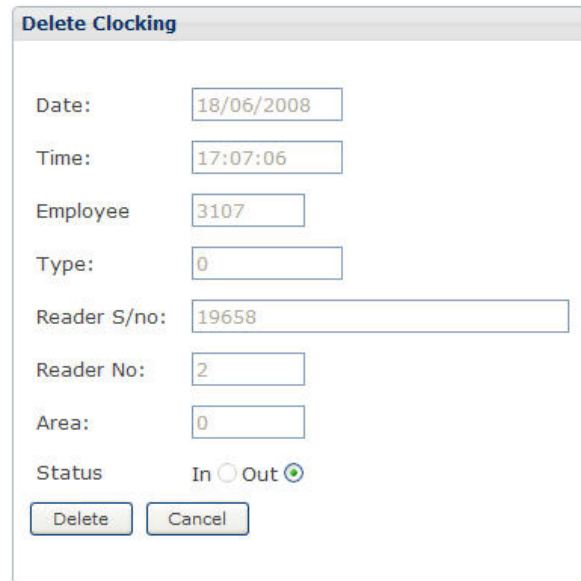
In this window, you can change the date, time, and status (direction).

Do not worry about reader S/no or Reader no – these are the connections to the clock, and informs you where the clocking was initially done. Changing this will not affect the calculation of times.

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REMOVING A CLOCKING

If you want to remove a clocking, click on the red cross at the end of the line the clocking is listed on.

As you can see, the only option on this window is to press the delete button or to cancel the removal of the clocking you have selected.

A deleted clocking is not completely removed, but rather marked as deleted. Deleted clockings can be "undeleted" by changing the clocking and saving it.

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CARDS OR PINS

This option will list all card numbers and pin numbers that have been entered on the clock.

Browse Employee Cards or Pins

▲Card Number	Employee No	Surname	First Name		
2420405	28	De Jager	Robert	▲	✕
5735336	4	Thomson	Geoff	▲	✕
5738428	3	Crowsen	Bradley	▲	✕
5741479	2	Johnson	Bruce	▲	✕
5742494	7	Gibbs	Tracy	▲	✕
6791966	32	Fleming	Susanne	▲	✕
13940722	31	Henry	Ryan	▲	✕
3753179	10	Cameron	Sean	▲	✕
227	8	van der Merwe	Careen	▲	✕
27823	2	Johnson	Bruce	▲	✕
28				▲	✕
3753600	40	Ackers	Wayne	▲	✕
4363	4	Thomson	Geoff	▲	✕
7326	10	Cameron	Sean	▲	✕
762	28	De Jager	Robert	▲	✕
787	32	Fleming	Susanne	▲	✕
7926	31	Henry	Ryan	▲	✕
87229	7	Gibbs	Tracy	▲	✕
92963	40	Ackers	Wayne	▲	✕

[+ Insert]   [Send To]

Records shown 1 - 19 of 19

The default user 9970 is preset in the clock. In this case, the employee number and the card number is the same.

> Note that the CS TimeClock does not limit a user to one card /or pin number. An employee can therefore clock using more than one number and the clockings will be recorded under the employee number linked to the card / pin number.
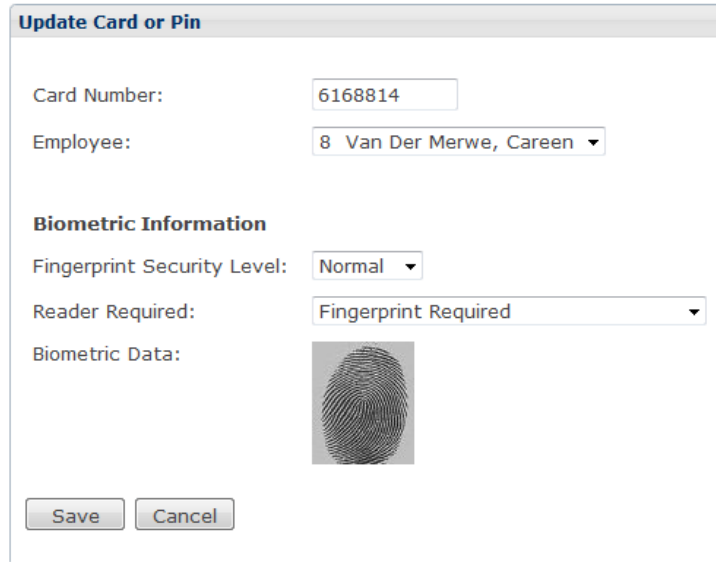
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ADD A CARD OR PIN NUMBER

Click on "Insert".

Enter the card number and if applicable, the employee number to assign it to. For more information on the Biometric Information settings please see the next section: Changing a Card or PIN Number.

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CHANGING A CARD OR PIN NUMBER

Click on the blue triangle next to the card number you want to change.
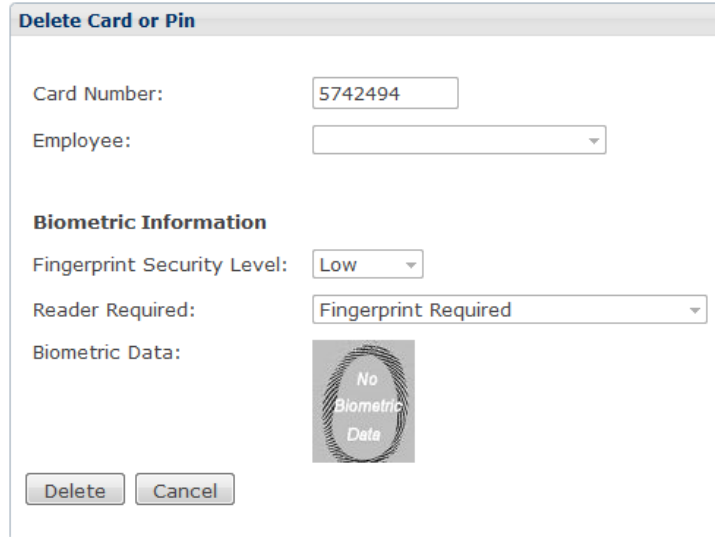

If the clock has a fingerprint reader, you can change the security and the verification settings of an employee's biometric information enrolled to the specific card or PIN number.

- Fingerprint Security Level: Options are Low, Normal, High, Highest.
- Reader Required:
    o Fingerprint Required
    o Fingerprint Required, but accept clocking if finger fails.
    o Any Fingerprint Required, always accept clocking.
    o PIN, Prox. Or Finger acceptable.
    o PIN not acceptable, Prox. Or Finger acceptable.
- Biometric Data: an image of a fingerprint will be displayed if a finger has been enrolled to the card or PIN. Please note: This image is not an image of the actual enrolled fingerprint.

After you have made the changes, click Save.

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REMOVING A CARD OR PIN NUMBER

Click on the red X next to the card number you want to remove.

Click on "Delete" to remove the card from the clock.

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DAILY HOURS

Please note that the screen shot in this section were take on a clock where Advanced Processing is disabled. The section below still applies to both processing options.

When you select the "Daily hours" option from the menu on the left hand side, the above window appears.

You can change the From Date and the To Date, to reflect the period you want to look at.

In the same way as you can change the dates on the clocking screen, you can select the calendar picture option, or type in the date.

After you have made the change, click "Apply".

As you can see in the above window, the details are listed in employee number order, and for each date the employee has clocked the clockings are listed, as well as the calculated number of hours.

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Please Note:

1. The clockings as well as the hours are listed in hours and minutes. You can change the setup of the web interface to display decimal hours. See page 36.
2. If an employee has clocked OUT after midnight, the hours worked are listed on the day (date) of the IN clocking.

If you would like to print the selection that you see on the screen, click on the "Send To" button at the bottom of the window.

PAYROLL HOURS

From Date: 01/10/2008   **To Date:** 06/10/2008   [Apply]

Browse Payroll Hours

	No	Surname	Name	01/10	02/10	03/10	04/10	05/10	06/10	Hours
	002	Johnson	Bruce	13:26	8:21	10:22			11:00	43:09
	004	Thomson	Geoff						9:10	9:10
	005	Woodhouse	Jono	0:00	8:19	72:08			8:29	88:56
	007	Gibbs	Tracy		3:43	3:13			4:21	11:17
	010	Cameron	Sean	7:56	8:15	70:09			8:30	94:50
	023	Cameron	Greg	8:56	8:33				8:54	26:23
	028	De Jager	Robert	0:00						0:00
	030	De Jager	Eliza	3:37	10:20	9:09				23:06
	031	Henry	Ryan	8:40	8:30	72:27			0:00	89:37
	032	Fleming	Susanne	8:00	8:00	8:07			8:04	32:11
	035	Benford	Chris	7:23	8:14	7:53			8:56	32:26
	9970	Supervisor	Demo							0:00

[Send To]

Records shown 1 - 104 of 104

Please note that the screen shot in this section were take on a clock where Advanced Processing is disabled. The section below still applies to both processing options.

When you select this option from the left hand side menu, the details for ALL employees are displayed on the screen.

In this window, the date selection is important.

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Since the clock does not "know" what your pay period is it will add all the daily hours together within the selected period.

Therefore, if you select a date from Monday to Sunday, the total hours will be generated up until the Sunday. If you select dates from Monday to Friday, the total hours will be generated up until the Friday. That also means, that if people worked on the weekend, and these hours need to be included in your payroll hours, they will not be taken into account in a selection from Monday to Friday only.

If you click on the [icon] icon, it will bring up the "Browse Daily Hours" window, to give you a breakdown of the daily hours that are taken into account calculating the total hours for the week. The clockings are also listed on the same window as shown below.

From Date: 01/10/2008 [....] To Date: 07/10/2008 [....] Apply

Browse Daily Hours

Date	No	Surname	Name	Clockings	Hours
01/10/2008	032	Fleming	Susanne	I-08:02 O-16:02	8:00
02/10/2008	032	Fleming	Susanne	I-08:00 O-16:00	8:00
03/10/2008	032	Fleming	Susanne	I-07:59 O-16:06	8:07
06/10/2008	032	Fleming	Susanne	I-07:57 O-16:01	8:04
07/10/2008	032	Fleming	Susanne	I-08:04 O-16:05	8:01
08/10/2008	032	Fleming	Susanne	I-08:03 O-16:01	7:58

Send To

Records shown 1 - 12 of 12

LEAVE

The CS TimeClock allows you to capture leave data as this information is necessary to calculate daily hours correctly.

> Please note: The calculation of daily hours will only take place if Advanced Processing is enabled. See page 72.

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Browse Leave

		From Date	To Date	Emp No	Surname	First Name	Type	% of Day	Comment		
🗑	✓	08/12/2008	20/12/2008	004	Thomson	Geoff	Paid	100		▲	✕
🗑	✓	15/12/2008	16/12/2008	023	Cameron	Greg	Paid	100		▲	✕
🗑	✓	15/12/2008	16/12/2008	031	Henry	Ryan	Paid	100		▲	✕
🗑	✓	15/12/2008	16/12/2008	008	van der Merwe	Careen	Family Responsibility	50		▲	✕

Click on "Insert" to add a leave record.

Add Leave

General | Approval

Re-Process? ☑
Approved: ☑
Employee: 10 Cameron, Sean ▼
From Date: 12/02/2009 [....]
To Date: 12/02/2009 [....]
Type: Paid ▼
% of a Day: 100
Reason:

[Save] [Cancel]

- Re-process: If ticked, the CS TimeClock will re-calculate the each day's hours for the period that the employee was on leave. This setting is only necessary if Advanced Processing is enabled.
- Approved: Tick this block to indicate that the leave applied for was approved. Hours will not be calculated for the leave period if a record has not been approved.
- Employee: Select the employee from the drop down list.
- From Date: The start date of the leave period.
- To Date: The last day of the leave period.
- Type: The type of leave. You can configure leave types under the Processing menu. See page 56.
- % of Day: What percentage of the working day must be allocated to leave. This setting only applies when Advanced Processing is enabled.
- Reason: Enter a reason for the leave if required.

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- Supervisor: Will default to the employee number of the supervisor who is approving the leave.
- Approved On: Will default to the date the supervisor is approving the leave on.
- Comment: The supervisor can enter a comment if required.

Please note: Leave records may not overlap.

PAYROLL EXPORT

The payroll extract is done from this menu option.

Select the payroll period, the Export Name, change the filename if necessary and click on "Save". This will store the Payroll settings.

Click on "Export" to create the export file.

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THE MY TIME MENU

This menu has all the functionality of the "Browse" menu except that it only shows information for the logged in user.

Please note: A web interface user can edit any of their own details i.e. employee details, card / pin number, clocking, daily hours, payroll hours and leave.

MY DETAILS

From the "My Details" window an employee can view their clockings, daily hours, payroll hours and leave by clicking on the relevant icons on the left of their name.

The clock icon will list the clockings for that employee

The calendar icon will list the daily hours for that employee

The card icon will list the cards or pins for that employee

The smiley face icon will list the leave records for that employee

The employee can change their details by clicking on the blue triangle.

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MY CLOCKINGS

The "My Clockings" menu will only show the clockings for the logged in user

The employee can add, change or remove clockings their own clockings.

MY CARDS

The logged in user can add, change or remove the card / pin number from the "My cards" menu.

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MY DAILY HOURS

The logged in user can view and export their daily hours from the "My Daily Hours" menu.

From Date: 03/11/2008 [....] To Date: 09/11/2008 [....] [Apply]

Browse Daily Hours

Date	No	Surname	Name	Clockings	Hours
03/11/2008	1007	Gibbs	Tracy	I-08:00 O-12:45	4:45
04/11/2008	1007	Gibbs	Tracy	I-09:11 O-12:38	3:27
05/11/2008	1007	Gibbs	Tracy	I-07:57 O-12:35	4:38
06/11/2008	1007	Gibbs	Tracy	I-07:49 O-09:04	25:15
07/11/2008	1007	Gibbs	Tracy	I-13:15 O-13:15	0:00
10/11/2008	1007	Gibbs	Tracy	I-07:55 O-12:38	4:43

[Send To]

Records shown 1 - 12 of 12

MY PAYROLL HOURS

The logged in user can view and export their payroll hours from the "My Payroll Hours" menu.

From Date: 03/11/2008 [....] To Date: 09/11/2008 [....] [Apply]

Browse Payroll Hours

	No	Surname	Name	03/11	04/11	05/11	06/11	07/11	08/11	09/11	Hours
	1007	Gibbs	Tracy	4:45	3:27	4:38	25:15	0:00			38:05

[Send To]

Records shown 1 - 12 of 12

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MY LEAVE

The logged in user can add or change their leave from the "My Leave" calendar.

Use the "Number of Months to Display" drop down list to view leave for 1, 2, 3, 4, 6 or 12 months. To change the viewing period, use the "Previous Year", "Previous Month", "Next Month" and "Next Year" buttons.

You can select to only view a certain type of leave by clicking on the leave type in the list on the left.

To edit a leave record, click on any of the highlighted days for that leave record.

To add a new leave record, click on any of the available dates. The "Add Leave" window will appear on which the leave details can be entered.

Hovering your mouse over any of the highlighted days, will activate a tooltip with the day's information: .

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THE SETUP MENU

NOTE : Only employees who are listed as administrators will have access to this menu.
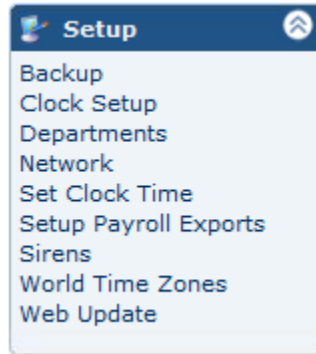
BACKUP

Backups are essential for any electronic data system. Please backup your clock database regularly.
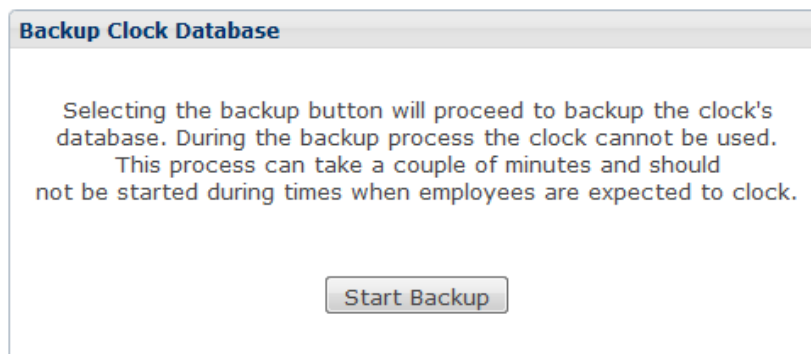
Your browser will prompt you to select whether to Save or Open the backup file. Please Save the file to a location on your computer or network. The *.db can at this stage only be restored from a USB thumb drive on the clock. Please see the "CS TimeClock Backup Procedure" for instructions on restoring a database.

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CLOCK SETUP

- Enabled: If this option is not selected, the clock will display: "Device Not Enabled" on the clock display and the red led will be on. It will not accept any clockings or input from the keypad. Changing this option will require the clock to be rebooted.
- Hours Shown in Decimal: Select this option if you wish to view daily or payroll hours in decimal format, i.e. 8.50 hours instead of 08:30.
- Enable Advanced Hardware Options: This will enable the Clock Menu Options, Clock Submenu Options, Child Clocks and Peer Clocks menu options.
- Enable Access Control Options: Enable the Access Control Menu for configuration of Areas, Access Time Zones and Employee Access Rights.
- Enable Job Control Options: Enables the Job Costing menu where the user can add jobs and sequences.
- History Days: The number of the days the clock will store clockings in it's database for e.g. if this value is set to 90, the clock will delete any clockings in it's database older than 90 days. The default setting, 0, means that clockings will be stored indefinitely.
- Date Format: Select the date format to be used in the web interface.
- Default Sequence: Assign which bundy script to run at bootup. By default this may be *Unassigned* or *-100 Default Script*. New scripts can be loaded in the Hardware Menu.

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- Time Server: the web address from which your clock will update it's date and time.

Clock Server IP and Ports: The Server IP and port numbers in the above window are default values for the device, and have been pre-configured before the clock is installed on your network. The default clock server port is 5123. Please speak with you IT department to setup the device on the network.

DEPARTMENTS

Browse Departments

▲ID	Description		
1	Programmer	▲	✕
2	Personal Assistant	▲	✕
3	Electronics Department	▲	✕
4	TNA	▲	✕
5	Documentation	▲	✕
6	Trainees	▲	✕

➕ Insert

Records shown 1 - 6 of 6

As in the previous windows, "Insert" will allow you to add a department, the blue triangle to change a department and the red cross to delete a department.

You can assign a department to an employee when you change the employee's details under the "Browse Employee" window.

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NETWORK

Please speak with you IT department for the correct setup of these parameters.
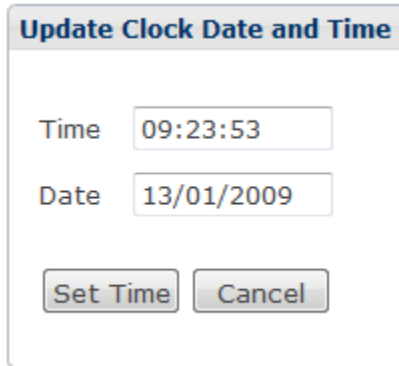
- DHCP: If this option is ticked, the network will automatically assign an IP address to the clock. You can determine the IP address assigned to the clock by physically going to the clock and typing 920#.
- IP: If not using DHCP set the IP address of the clock here.
- Subnet mask: Also has to do with the settings of your local network, and determines the "handout" of an IP address.
- Broadcast IP: This is automatically filled and is used to synchronise employee directions between multiple clocks on the network.
- Gateway: Has to do with the connection to the "outside" world. This must be set to enable access to the internet. This will allow a user to access the web interface remotely, enable the clock to update it's time from an internet time server and allow an administrator to update the firmware from the internet.
- Name Server 1 – 4: Enter the IP addresses of your name servers (DNS) here. Leaving these fields blank will default the clock to pre-defined DNS servers.

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SET CLOCK TIME

This allows you to change to date and time on the clock through the web interface

Make the changes required, and click on "Set Time" to change.

SETUP PAYROLL EXTRACTS

A number of payroll extracts will be available on the CS TimeClock. You are able to use more than one type of payroll extract.

To add a new payroll setup, click on "Insert".

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- General Tab:
  - o Default export: This layout will be used for all employees by default unless another extract has been assigned in the employee details.
  - o Name: The description of the export.
  - o Payroll Export Type: Select the payroll export type you wish to use from the drop down list.
  - o Export File Name: Enter the default filename you want to export to.
  - o Site Code: Enter the Payroll site code if required.

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- Export Options Tab:
  - o Export: Select the time categories to be exported.
  - o Payroll Code: Enter the transaction or payroll code for the time category
  - o Override Export Hours: Always export a fixed number of hours for the selected category.

- The Balancing Tabs:
  - o Balance Hours Total: The total number of hours the employee are expected to work in the payroll period.

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- o Include These Hours in Total: The time categories that makes up the Hours Total e.g. Payroll Hours Total = Normal + Holiday + Paid + Sick.
- o Get Hours in Order From: Select the time categories hours must be taken from to fill Normal time with if the Payroll Hours Total is less than the Balance Hours Total.
- o Send Hours in Excess of Total To: If the Payroll Hours Total is more the value in Balance Hours Total any excess hours will be moved into the specified category.

Example: Say an employee has the following hours at the end of his 7-day payroll period:
  Normal: 08:00   Overtime: 02:00   Saturday: 06:30   Holiday: 08:00   Paid: 16:00
According to the setup in the picture above:
  Payroll Hours Total = 08:00 (Normal) + 08:00 (Holiday) + 16:00 (Paid Leave) = 32:00
The employee is short 8 hours. During payroll balancing any hours found in Overtime is moved to Normal. Since the Total is still less than 40:00 after doing so, it will move any hours found in Saturday to Normal. Now you have:
  Payroll hours Total = 32:00 + 02:00 + 06:30 = 40:30
This exceeds 40:00 so 00:30 will be moved into Overtime. The end result after payroll balancing is:
  Normal: 08:00   Overtime: 00:30   Saturday: 00:00   Holiday: 08:00   Paid: 16:00

Click on "Save" to save the payroll extract.

Payroll balancing will be applied on the employee payroll hours if the payroll extract has been assigned to that employee i.e. no payroll balancing will be applied if the employee payroll extract type is Unassigned. See Page 14.

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SIRENS

Sirens can be connected to the clock. For more information on how to physically connect a siren, please contact your supplier.

ADDING A SIREN TIME

Browse Siren Times

▲Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Clock	Duration	Description

➕ Insert

Records shown 1 - 0 of 0
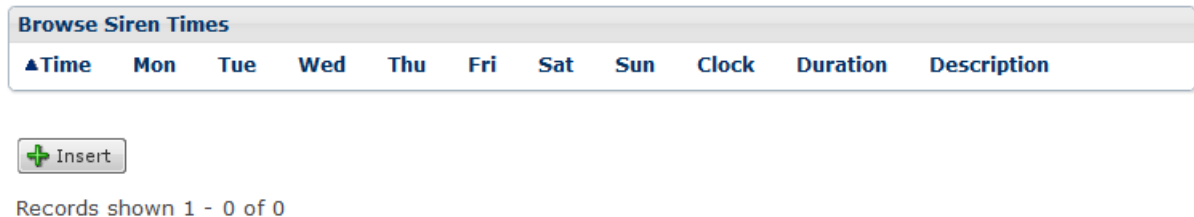
Click on "Insert" on the "Browse Sirens" window (see picture above). The following options are shown (see picture on the next page):

- Time: enter the time in 24 hour format at which the siren must be triggered.
- Select the days of the week on which the siren must go off on at the above time.
- If the siren must not be triggered from all clocks, select the child clock which must trigger this specific siren from the dropdown list.
- Select the Relay on the clock to which the siren is connected. Selecting "Buzzer" will trigger the clock's built-in buzzer at that time.
- Enter the duration of the siren in seconds.
- Enter an optional description to identify the siren in the web interface.
- Enter optional text to display on the LCD when the siren goes off.

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Add Siren

Time: [00:00]   (hh:mm)

Monday: ☐

Tuesday: ☐

Wednesday: ☐

Thursday: ☐

Friday: ☐

Saturday: ☐

Sunday: ☐

Clock: [All Clocks   ▼]

Relay: Relay 1: ☐   Relay 2: ☐   Relay 3: ☐   Buzzer: ☐

Duration: [0]   (seconds)

Description: [   ]

Show on LCD line 1:   [   ]

Show on LCD line 2:   [   ]

Show on LCD line 3:   [   ]

Show on LCD line 4:   [   ]

[Save]   [Cancel]

Once you have updated the details, click "Save" to keep the changes.

CHANGING A SIREN TIME

Browse Siren Times

▲Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Clock	Duration	Description		
08:00	Yes	Yes	Yes	Yes	Yes	No	No	All Clocks	3	08:00 Siren	▲	✕
10:00	Yes	Yes	Yes	Yes	Yes	No	No	All Clocks	3	10:00 Siren	▲	✕
12:00	Yes	Yes	Yes	Yes	Yes	No	No	All Clocks	3	12:00 Siren	▲	✕
12:30	Yes	Yes	Yes	Yes	Yes	No	No	All Clocks	3	12:30 Siren	▲	✕
13:00	Yes	Yes	Yes	Yes	Yes	No	No	All Clocks	3	13:00 Siren	▲	✕
13:30	Yes	Yes	Yes	Yes	Yes	No	No	All Clocks	3	13:30 Siren	▲	✕
15:00	Yes	Yes	Yes	Yes	Yes	No	No	All Clocks	3	15:00 Siren	▲	✕
16:00	Yes	Yes	Yes	Yes	Yes	No	No	All Clocks	3	16:00 Siren	▲	✕
17:00	Yes	Yes	Yes	Yes	Yes	No	No	All Clocks	3	17:00 Siren	▲	✕
18:00	Yes	Yes	Yes	Yes	Yes	No	No	All Clocks	3	18:00 Siren	▲	✕

[✚ Insert]

Records shown 1 - 10 of 10
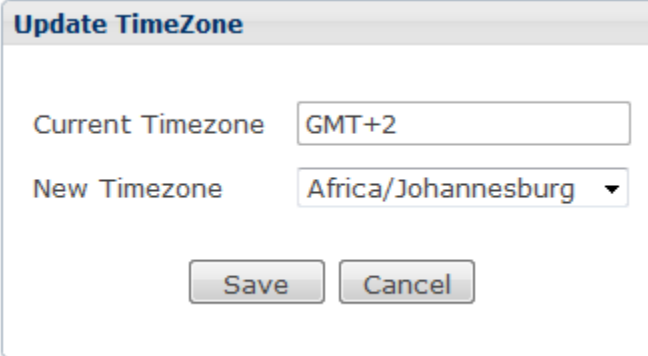
Click on the blue triangle next to the siren time to edit any of the siren parameters.

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REMOVING A SIREN

Click on the red cross next to the siren time to open the "Delete Siren Time" window. Clicking on the delete button will remove the siren time from the clock.

WORLD TIME ZONES

When the clock is first installed, you will need to set the TimeZone to the correct time World Time Zone the clock is located in.

This setting is necessary if the clock is connected to the internet. The clock will update it's time automatically every minute from an internet time server or when it is rebooted.

WEB UPDATE

This function will automatically schedule an upgrade of the firmware on the clock.

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Click "View Log" if you wish to see a log of the last firmware update. Click on "Proceed" to continue with the firmware upgrade or click on "Force" to update the clock regardless of whether it is on the latest version or not.
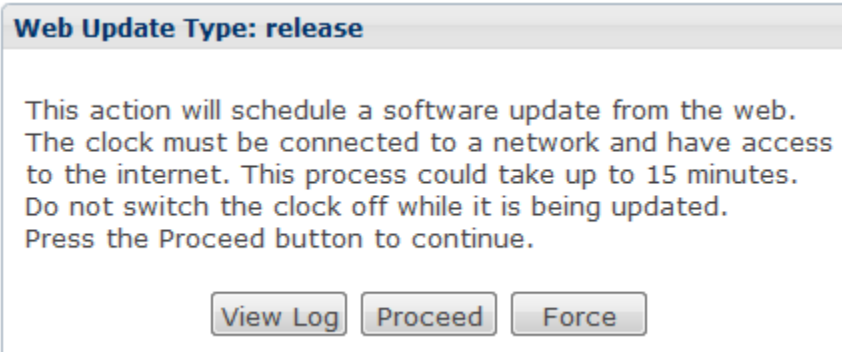
If the clock is running the latest version of firmware it will display the following message after a few seconds:

```
=============== updateclock (/bin/sh/usr/local/bin/updateclock)===============
Update: Update: Running at: Tue Nov 18 21:54:56 EST 2008
Update: Copying script from /usr/local/bin/updateclock to /var/tmp
Update: About to run: /var/tmp/updateclock
=============== updateclock (/bin/sh/var/tmp/updateclock)===============
Update: Update: Running at: Tue Nov 18 21:54:57 EST 2008
/var/tmp/updateclock
-------------------------------------------------------------------------------
Update: Checking for Updates for this Clock
Update: Update Type: release
Update: Downloading Update Version Information from the Web...
Update: Update: No new web updates are available at: Tue Nov 18 21:55:02 EST 2008
```

Back

If the clock is unable to connect to the update site, you'll see the following message:

```
=============== updateclock (/bin/sh/usr/local/bin/updateclock)===============
Update: Update: Running at: Tue Nov 18 22:10:29 EST 2008
Update: Copying script from /usr/local/bin/updateclock to /var/tmp
Update: About to run: /var/tmp/updateclock
=============== updateclock (/bin/sh/var/tmp/updateclock)===============
Update: Update: Running at: Tue Nov 18 22:10:30 EST 2008
/var/tmp/updateclock
-------------------------------------------------------------------------------
Update: Checking for Updates for this Clock
Update: Update Type: release
Update: Downloading Update Version Information from the Web...
Update Error: Could not download update information from: https://www.capefox.com/secure/clocks/release/new.txt
```

Back

Please check your gateway and firewall settings if you receive this message.

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THE PROCESSING MENU

The options under the Processing Menu can be used to refine the processing of hours. Instead of just allocating hours to a single time category, these options will allow you to:

- Use up to 11 time categories.
- Setup a simple 7 day working schedule for each employee.
- Collect flexi time information.
- Round clockings to the nearest specified part of an hour.
- Apply daily overtime balancing.
- Allocate leave where it influences your hours calculations.
- Automate the processing of employee hours.
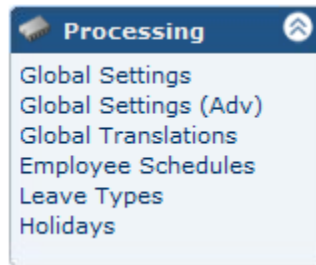
CONCEPTS

THE TIME CATEGORIES

When advanced processing is enabled the clock will use and display the following time categories:

1. Extra: Time worked before the scheduled start time.
2. Normal: Time worked between the scheduled start and end time.
3. Overtime: Time worked after the scheduled end time.
4. Saturday: All Time worked on a Saturday if the employee has no schedule assigned.
5. Sunday: All time worked on a Sunday if the employee has no schedule assigned.
6. Holiday: If a schedule is assigned to an employee, their expected time will be allocated to this time category on a public holiday.
7. Paid: By default all time allocated to a paid leave type.
8. Sick: By default all time allocated to sick leave.

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9. Variance: Variance time contains either a positive or negative amount equal to Normal + Overtime + Sat + Sun + Holiday + Paid + Sick – Expected Normal Hours. Note that Extra time is not included here.

10. Lunch: If a deduction is specified for an employee in their schedule, then this deduction is made, from normal time, regardless of the time spent at work, or the time of the clockings. The supervisor can override the lunch deduction for any employee for the day. The lunch deduction is made before daily balancing occurs for the day.

11. Running Total: This column keeps a running total of the Variance time category and is only visible if enabled in the Global Processor Settings.

While these names can be modified in the Global Translations menu, the meaning is fixed.

ROUNDING

If activated, *all* clockings are rounded as per the time set in the global setting.

Rounding is deemed to be "half half". In other words, if the rounding period is set to 15 minutes, then each clocking will be rounded to the "nearest quarter hour". Example: for a rounding period of 15 minutes, a clocking time of 08:07 will be rounded to 08:00 and a clocking time of 08:08 will be rounded to 08:15.

The global rounding unit can be overridden for an employee in the setup of the employee schedules.

OVERTIME BALANCING

By default, if an employee is linked to a working schedule, any time after the expected shift end will be allocated to the Overtime time category. If however, an employee is expected to earn their Expected Normal Hours each day, no overtime will be allocated until this amount of time is earned. Equally, time worked in excess of the Expected Normal Hours is automatically sent to "After end of day".

Overtime balancing can be enabled in the global settings and overridden in the employee schedules.

Overtime balancing only occurs between the Normal and one Overtime category.

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GLOBAL SETTINGS

In the Global Settings menu you can setup the global processing defaults.

- Enable Auto Process: If selected, the CS TimeClock will calculate employee hours according to the settings under the Processing Menu and all the time categories will be displayed. If this option is not selected advanced hours processing will be disabled.
- Enable Auto Reset Clocking Direction: If an employee did not clock out by midnight, the clock will automatically adjust the employee's clocking direction to Out.
- Enable Auto End Day: If an employee did not clock out for a shift by the day end, the processor will calculate hours up to the End Time of the schedule. The day end is calculated to be at the opposite of the expected midpoint of the employee schedule. For example, if the expected In is 4 pm, and the expected out is 12 midnight, then the day runs from 8am to 8am.
- Enable Balancing: Daily overtime balancing will be enabled for all employees (with the exception if it is disabled in an employee's schedule). For an explanation of overtime balancing, see page 48.

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- Leave Approved by Default: If enabled, leave records captured are by default marked as approved and hours will automatically be calculated and allocated. If disabled, a leave record must be approved first before hours will be calculated.
- Rounding Unit (min): All clockings will be rounded to this value. For an explanation of rounding, see page 48.
- Enable Running Totals: This will enable running totals in the Daily Hours window. See the definition of Running Totals on page 48.
- Last Process Date: The last date on which the clock automatically reprocessed hours. If you change this date to a date prior to today, the clock will reprocess all the hours records from that date.

Click on "Save" for these settings to be applied.

GLOBAL SETTINGS (ADV)

The Advanced Global Processor Settings allows you to map the default processor categories to others.

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The image above left shows the default time category mapping. In the image above right, all time calculated before shift start will be added to the Overtime Category, and all Holiday hours will be added to the Sunday time category.

Time Category Thresholds allows you to set a minimum that must be worked before the employee will be allocated time for a time category. For example: if the Overtime threshold is set to 00:15 and an employee have worked 7 minutes later than their expected out time, the employee will not be allocated any overtime. If however the employee worked 20 minutes later than their expected out time, they will receive 00:20 overtime. (This example assumes that daily balancing and rounding does not apply.)

GLOBAL TRANSLATIONS

In this menu you can rename your first nine time categories as well as the week day names.

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Update Global Processor Settings

Time Category Descriptions		Week Day Names	
Time Category 1	Extra	Sunday	Sunday
Time Category 2	Normal	Monday	Monday
Time Category 3	Overtime	Tuesday	Tuesday
Time Category 4	Saturday	Wednesday	Wednesday
Time Category 5	Sunday	Thursday	Thursday
Time Category 6	Holiday	Friday	Friday
Time Category 7	Paid	Saturday	Saturday
Time Category 8	Sick		
Time Category 9	Variance		

Save   Cancel

Change the descriptions and click on "Save" to apply.

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EMPLOYEE SCHEDULES

An employee schedule is required to calculate overtime, flexi time, holiday time and paid leave.

Browse Employee Schedules

▲Emp No	Surname	Firstname	Monday				Tuesday				Wednesday				Stai
			Start	End	Lunch	Hours	Start	End	Lunch	Hours	Start	End	Lunch	Hours	
10	Cameron	Sean	18:00	6:00	0:00	0:00	18:00	6:00	0:00	0:00	18:00	6:00	0:00	0:00	18:00
41	Paulse	Granville	8:00	17:00	1:00	8:00	8:00	17:00	1:00	8:00	8:00	17:00	1:00	8:00	8:00
8	Van Der Merwe	Careen	9:00	16:00	0:00	7:00	9:00	16:00	0:00	7:00	9:00	16:00	0:00	7:00	9:00

Copy the schedule of employee : [41 Paulse, Granville ▼] to employee : [2 Johnson, Bruce ▼] [Copy]
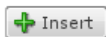
[✚ Insert]

Records shown 1 - 3 of 3

To add an employee schedule, click on "Insert".

Once a schedule exists for one employee, you can copy it to another employee. Using the above picture as an example, select the employee whose schedule you want to copy next to "Copy the schedule of employee:" -   in the picture above it is "41 Paulse, Granville". Then select the employee you want to copy it to from the drop down list next to "to employee:", in the picture above it is "2 Johnson, Bruce" and click on the "Copy" button. As you can see below a duplicate schedule is created for "2 Johnson, Bruce".

Browse Employee Schedules

▲Emp No	Surname	Firstname	Monday				Tuesday				Wednesday				Star
			Start	End	Lunch	Hours	Start	End	Lunch	Hours	Start	End	Lunch	Hours	
10	Cameron	Sean	18:00	6:00	0:00	0:00	18:00	6:00	0:00	0:00	18:00	6:00	0:00	0:00	18:00
2	Johnson	Bruce	8:00	17:00	1:00	8:00	8:00	17:00	1:00	8:00	8:00	17:00	1:00	8:00	8:00
41	Paulse	Granville	8:00	17:00	1:00	8:00	8:00	17:00	1:00	8:00	8:00	17:00	1:00	8:00	8:00
8	Van Der Merwe	Careen	9:00	16:00	0:00	7:00	9:00	16:00	0:00	7:00	9:00	16:00	0:00	7:00	9:00

Copy the schedule of employee : [8 Van Der Merwe, Careen ▼] to employee : [28 De Jager, Robert ▼] [Copy]

[✚ Insert]

Records shown 1 - 4 of 4

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- Employee: Select an employee to whom the schedule will apply from the drop down list.
- Start and End: The expected start and end times of the shift.
- Lunch: The total time the processor must deduct from the Normal time for unpaid breaks during the shift.
- Hrs: The expected normal hours for the day.
- Enable Balancing: Enables overtime balancing.
  - Default: Use the global setting for overtime balancing.
  - On: Override the global setting and enable balancing for this employee.
  - Off: Override the global setting and disable balancing for this employee.
- Leave Approved by Default: Automatically approve leave records captured for this employee.
  - Default: Use the global setting for leave approval.
  - On: Override the global setting and approve leave by default for this employee.

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- o Off: Override the global setting and do not approve leave by default for this employee.
- Default Rounding Unit (min): Shows the default unit used to round the employee's clockings. To change, mark "Override" and enter the new rounding unit on the right.
- Enable Running Totals: Enables running totals for this employee.
  - o Default: Use the global setting for running totals.
  - o On: Override the global setting and enable running totals for this employee.
  - o Off: Override the global setting and disable running totals for this employee.
- Auto End Day: Enables Auto End Day. See page 49 for the definition.
  - o Default: Use the global setting.
  - o On: Override the global setting and enable for this employee.
  - o Off: Override the global setting and disable for this employee.

Click on "Save" to save the employee schedule.

To change an employee schedule, click on the blue triangle. To remove an employee schedule, click on the red cross.

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LEAVE TYPES

The CS TimeClock has five default leave types which can be changed or removed. More leave types can be added for processing.

Browse Leave Types

▲ID	Description	Type	Flexitime	Time Category		
1	Annual	Yes	No	Paid	▲	✕
2	Sick	Yes	No	Sick	▲	✕
3	Flexi	Yes	Yes	Paid	▲	✕
4	Unpaid	No	No	Extra	▲	✕
5	Other	No	Yes	Normal	▲	✕

Records shown 1 - 5 of 5

✚Add Leave Type

To add a leave type, click on "+ Add Leave Type".

Add Leave Type

Description: _____

Paid: ☐

Flexi: ☐

Time Category: [Extra ▼]

[Save] [Cancel]

- Description: The Leave type description.
- Paid: If a schedule is assigned to an employee, their expected hours will be allocated to the selected time category.
- Flexi: If a schedule is assigned to an employee, their expected hours will be allocated to the selected time category, but the leave hours will be deducted from the Variance column.

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- Time Category: Select the time category hours must be allocated to for paid leave.

Click on "Save" to save the new leave type.

HOLIDAYS

All entered public holidays are considered to be "paid" holidays i.e. if a schedule is assigned to an employee, the expected hours for that day will be allocated to the Holiday time category.

To add a public holiday, click on "+ Add a Holiday".

Enter the public holiday date and description and click on "Save".

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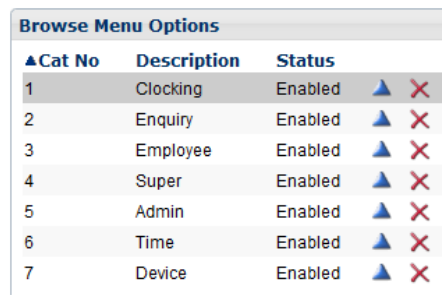
THE HARDWARE MENU

The Hardware Menu will only be visible if "Advanced Hardware Options" have been enabled in the "Clock Setup" menu option under the "Setup" menu.

CLOCK MENU OPTIONS

This menu allows you to change the description of the clock keypad menu options. You can disable menu items and add new menu items.
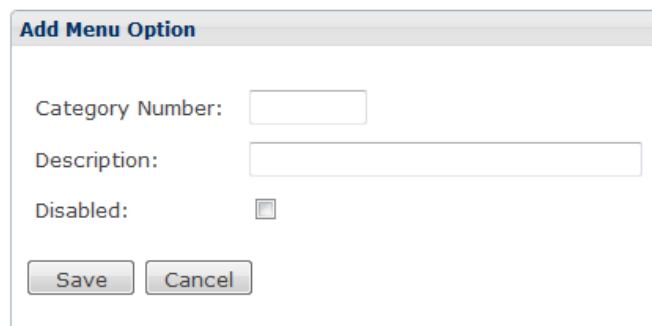
To add a menu option, click on "Insert".

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Enter a new category number and description and click on "Save".

To change a menu item, click on the blue triangle next to the menu item.

Update Menu Option

Category Number: 1

Description: Clocking

Disabled: ☐

Save   Cancel

Make your changes and click on "Save". A disabled menu item will not appear on the clock keypad menu.

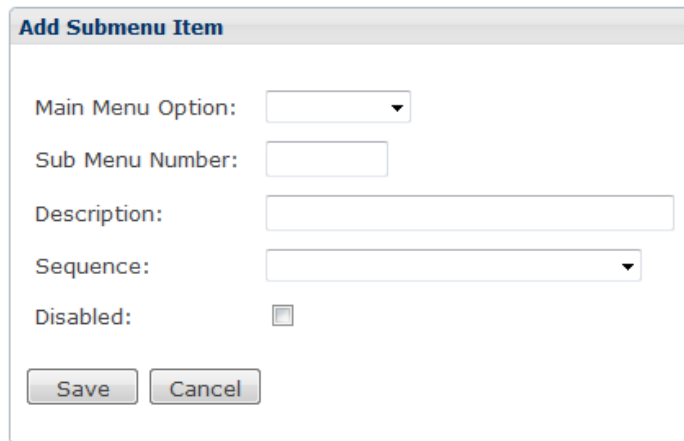Click on the red cross next to the item if you wish to remove it.

CLOCK SUBMENU OPTIONS

You can change, add or remove the clock keypad submenu options from this menu item.

To remove a submenu, click on the red cross next to it.

Browse Submenu Items

Menu Option	Submenu No	▲Description	Seq ID	Status		
Clocking (Menu1)	2	Access Only		Enabled	▲	✕
Employee (Menu3)	3	Add Fingerprint		Enabled	▲	✕
Super (Menu4)	1	Assign Card		Enabled	▲	✕
Device (Menu7)	1	Backup Database		Enabled	▲	✕
Enquiry (Menu2)	2	Clock Status		Enabled	▲	✕
Employee (Menu3)	2	Delete Employee		Enabled	▲	✕
Admin (Menu5)	2	Employee Level		Enabled	▲	✕
Enquiry (Menu2)	1	Employee Status		Enabled	▲	✕
Super (Menu4)	3	Export USB/Excel		Enabled	▲	✕
Time (Menu6)	1	Get Internet Time		Enabled	▲	✕
Clocking (Menu1)	3	Job		Enabled	▲	✕
Device (Menu7)	4	Lock/Unlock clock		Enabled	▲	✕
Device (Menu7)	2	Network Settings		Enabled	▲	✕
Employee (Menu3)	1	New Employee		Enabled	▲	✕
Clocking (Menu1)	1	Payroll Only		Enabled	▲	✕
(Menu9)	1	Reboot		Enabled	▲	✕
Super (Menu4)	2	Remove Card		Enabled	▲	✕
(Menu9)	2	Restore Database		Enabled	▲	✕
Time (Menu6)	3	Set Date		Enabled	▲	✕
Super (Menu4)	4	Set Emp Department		Enabled	▲	✕

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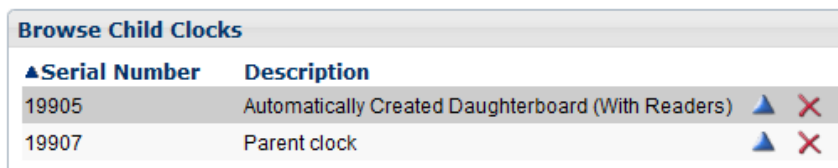To add a new submenu, click on "+ Add Submenu Item".

- Main Menu Option: Select the main menu option the submenu must be linked to.
- Sub Menu Number: Give the menu item a number.
- Description: The menu item name.
- Sequence: Link the menu item to a bundy script. Scripts can be added from the Hardware menu in the web interface.
- Disabled: Disable a submenu item. Disabled menu items will not appear on the clock keypad menu.

Click on "Save" to add the new menu.

To change a submenu item, click on the blue triangle next to it and change any of the above listed items. Click on "Save" to implement your changes.

CHILD CLOCKS

Clocks will automatically be added to this list when they're connected and it should therefore not be necessary to add them manually.

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Use the red cross to remove a clock from the list.

To change the behaviour of a clock, click on the blue triangle.

- Clock Serial Number: The serial number of the clock.
- Description: You can change the description to easier distinguish the clocks.
- Model: The model of the clock.
- Quiet Mode: Disables the onboard buzzer when using the keypad or clocking.
- Relay Duration: The amount of time the clock will trigger the relays. It is measured in 10 ms units i.e. 1 sec = 100 units.
- Default Time Zone: You can assign a default time zone to each reader. Employees without a specific time zone for this clock will use this default.
- Override Time Zone: The Override Time Zone overrides any time zone settings that may have been assigned to individual employees in the "Employee Access Rights" menu.
- Time Zone on In Only: The time zone will be enabled on In clockings only.
- Default Access to NO ACCESS: By default no one will be allowed to clock on the reader. Employees will only be able to clock on the reader if they're allowed access in the "Employee Access Rights" menu.

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- Payroll Clock: This clock is used to capture payroll clockings.
- Clock is Locked: There are times when the clock needs to be "off" with regard to people clocking. When the clock is locked employees cannot clock IN, and the clock will not trigger any of the doors or turnstiles to open. Employees can clock OUT, and the doors will work for people clocking OUT.

- Reader 1, 2, 3 and Fingerprint Reader: The CS TimeClock supports 3 readers of which reader 1 is the integrated keypad, reader 2 is the integrated proximity reader and reader 3 is an external reader. The settings which follow can be setup for each of these readers.
- Description: Enter a description for the reader.
- Type: Select the type of reader from the drop down list.
- TNA Direction: Sets the TNA effect when employees clocks on the reader. Options are:

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- o None: Clockings will not be recorded as Payroll clockings i.e. the TNA direction will not be affected.
  - o In: The TNA direction will always be set to In.
  - o Out: The TNA direction will always be set to Out.
  - o Toggle: The clock will automatically toggle between In and Out for an employee.
- Access effect: Sets the Access effect when employees clocks on the reader. Options are:
  - o None: Clockings on this reader will have no access effect i.e. the employee's current area will not change.
  - o In (Into In): Sets the employee's area to the In Area.
  - o Out (Into Out): Sets the employee's area to the Out Area.
  - o Toggle: Toggle the area when an employee clocks.
  - o TNA: Toggle the area to the TNA direction.
- Area going In Restriction: Configure anti-passback and pathing.
  - o Must not be in TO Area (APB): Enable anti-passback on this reader. The goal of anti-passback is to prevent an employee passing his card to another person, who is outside, while the employee is inside, thus allowing another person to enter on the same card.
  - o Must be in FROM Area (Pathing): Enable Pathing AND anti-passback on this reader. With pathing an employee is required to be in the In area before they can clock to the Out area, or they must be in the Out area before they can go to the In area.
- Payroll going In Restriction: Restrict employees according to their TNA direction.
  - o Must be In: An employee must be clocked In to be able to clock on this reader.
  - o Must be Out: An employee must be clocked Out to be able to clock on this reader.
- In Area: Assign an Area name, defined in the Areas menu, into which an employee will move when they clock In on the reader.
- Out Area: Assign an Area name, defined in the Areas menu, into which an employee will move when they clock Out on the reader.
- TNA In Relay: Select the options the clock should trigger on an TNA In clocking.
- TNA Out Relay: Select the options the clock should trigger on an TNA Out clocking.
- Area In Relay: Select the options the clock should trigger if an employee clocks into the In Area.
- Area Out Relay: Select the options the clock should trigger if an employee clocks into the Out Area.

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- **Reader Status (Finger Print Tab):** Enable / Disable the fingerprint reader on a biometric clock.
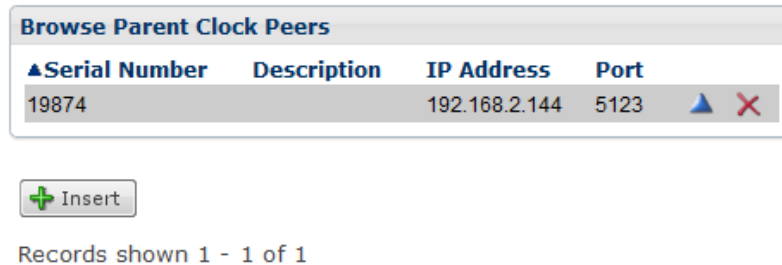
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PEER CLOCKS

If there are more than one CS TimeClock Parent on your network, you can set them up to replicate employee areas and directions (in other words an employee can clock in on one clock and out on another) and synchronize their time and date.
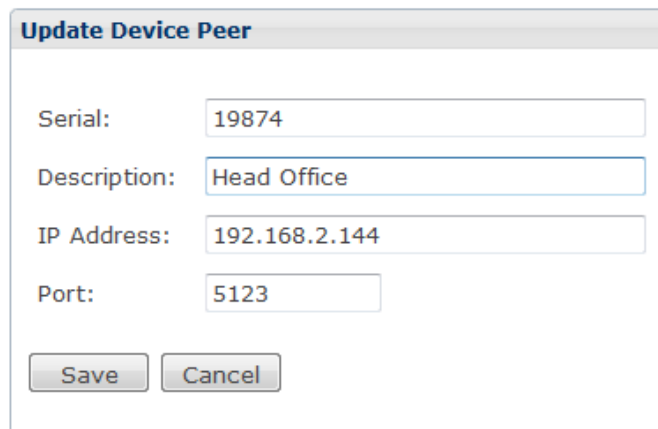
Browse Parent Clock Peers

▲Serial Number	Description	IP Address	Port		
19874		192.168.2.144	5123	▲	✕

➕ Insert

Records shown 1 - 1 of 1

To add another CS TimeClock Parent, click on "Insert". To change a peer's details, click on the blue triangle. To remove a peer, click on the red cross.

Update Device Peer

Serial: 19874

Description: Head Office

IP Address: 192.168.2.144

Port: 5123

Save   Cancel

Enter the IP Address and Port number for the new device and click on "Save".

SCRIPTS

A script is a small program written in "Bundy" which dictates the behavior of the clock.

You can create your own scripts and upload it to the clock from the "Scripts" menu.

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Browse Sequences

Seq ID	Description	Version	Last Changed

Records shown 1 - 0 of 0

➕Add Sequence

To add a sequence, click on "+ Add Sequence".

Add Sequence

General | Bundy | Compiled Code | Intermediate Code

Script ID:

Name:

Version:

Last changed on: 20/07/2009 [...]

Author:

Compiled: ☐

Notes:

[Save] [Cancel]

Please contact your clock supplier for more information on the "Bundy" language.

SET CLOCK TIME

See page 39 for more information.

SIRENS

See page 43 for more information.

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THE ACCESS CONTROL MENU

The CS TimeClock has a number of functions available to you that are helpful in limiting access to your premises. To implement Access Control effectively you will need to make use of the Web Interface, or external software. Access control functionality cannot be managed exclusively from the keypad.

This menu option will only be visible if "Enable Access Control Options" has been selected in the Clock Setup menu.

AREAS

Area descriptions are required for the setup of access control. If an employee clocks on the clock they're moving from one area to another. Say, for example, the clock is located at the entrance of the building with one reader on the inside of the building and one on the outside. Employees will therefore move into area "Inside" when they clock on the outside reader and they will move into area "Outside" when clocking on the reader on the inside of the building.
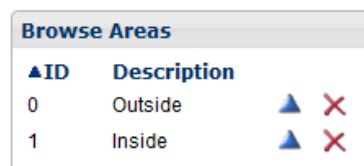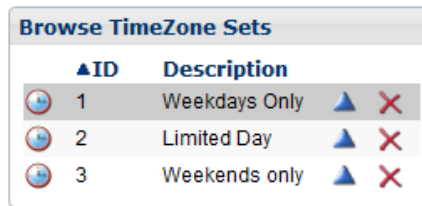

Click on "+ Add an Area" to add an area description. These area descriptions can be assigned to readers in the "Child Clocks" Menu option.

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Clicking on the blue triangle will allow you to change the area description and clicking on the red cross next to an area description will delete it.
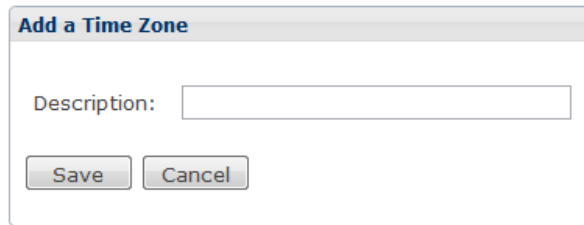
ACCESS TIME ZONES

Access Time Zones allow you to limit the times when people can use the clock. For example you may decide that a clock used to access the cafeteria can only be used between 10am and 4pm.

To add a new Access Time Zone Set, click on "Insert".
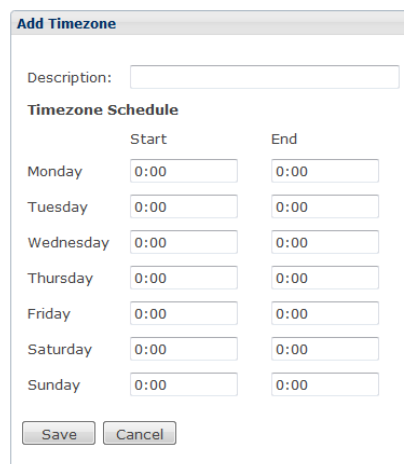

Enter a description for your new Access Time Zone Set and click on "Save".

To configure the time restrictions, click on the clock icon ⊕ next to the Time Zone Set. Click on "Insert" to add a new time zone.

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Enter a description for the new time zone and the start and end times for each day of the week. Employees will be allowed to clock between the start and end time. The end time can be smaller than the start time where the time zone stretches across midnight.

To change a time zone click on the blue triangle next to it. To remove a time zone click on the inline red cross.

Link a time zone set to the clock from the "Setup", "Child Clocks" menu.

EMPLOYEE ACCESS RIGHTS

Access rights determine if an employee is able to make use of a specific clock. If no specific setting is entered for a specific employee / clock combination then the default setting for the clock is used (can be found under the "Setup" menu, "Child Clocks").

Browse Employee Access Rights

▲Emp No	Surname	First Name	Clock S/no	Clock Description	Access	Time Zone		
002	Johnson	Bruce	19907	Parent clock	Yes	Cafeteria	▲	✕

Records shown 1 - 1 of 1

✚Add an Employee Access Right

To add a record, click on "Insert".

Add an Employee Access Right

Employee:	[dropdown]
Clock:	Parent & Child Clocks
Allow Access:	☑
Access Out Only:	☑
Payroll Clockings	◉ Default ○ Yes ○ No
Time Zone:	No Time Zone Restrictions
Anti Passback / Pathing	Use Clock Defaults
Lock Door:	☐
Open Door:	☑
Save Cancel	

- Employee: Select the employee from the drop down list to which these rights will apply.

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- Clock: Select the clocks these rights will be applied on.
- Allow Access: Tick to allow access. An unticked box will deny access to the selected employee.
- Access Out Only: The employee will only be able to clock Out on the device.
- Payroll Clockings:
  - Default: Use the clock setting to determine whether the clockings on that device is payroll or access clockings.
  - Yes: Clockings on this device will be payroll clockings.
  - No: Clockings on this device will be access clockings.
- Time Zone: You can link a Time Zone override to the employee for the selected clocks.
- Anti Passback / Pathing:
  - Use Clock Defaults: Apply anti passback and pathing on this employee according to the clock setup.
  - Anti Passback Enabled: Enable and apply anti passback on In and Out.
  - Anti Passback on Out Only: Apply anti only when clocking Out.
  - Anti Passback on In Only: Apply anti passback only when clocking In.
  - Pathing Enabled: Enable Pathing and apply on the In and Out clocking.
  - Pathing on Out Only: Apply pathing only when clocking Out.
  - Pathing on In Only: Apply pathing only when clocking In.
- Lock Door: Lock the door when this employee clocks Out.
- Open Door: Trigger the relays to open the door is the employee clocks on this device.

Click on "Save" to apply the changes.

To change a record, click on the blue triangle. To remove a record, click on the red cross next to the record.

THE JOB COSTING MENU

The CS TimeClock Web Interface currently has very limited support for Job Costing. You can only add jobs and change the clock's behavior using the "Sequences" menu. For the calculation of Job Hours you require the TNA software package.

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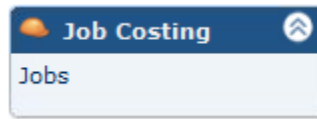
JOBS

You can add, change or remove jobs from the "Jobs" menu.

To add a job, click on "Add Job", enter the job description and click on "Save".

To change a job description, click on the blue triangle next to the job. To remove a job, click on the red cross next to the job you wish to remove.

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ADVANCED PROCESSING OF EMPLOYEE HOURS

This section will discuss the additional features in the Browse Menus when the advanced processing is enabled in the global processor settings.

ENABLING ADVANCED PROCESSING

Click on Global Settings under the Processing menu and tick: "Allow Autoprocess."

- Enable Auto Process: If selected, the CS TimeClock will calculate employee hours according to the settings under the Processing Menu and all the time categories will be displayed. If this option is not selected advanced hours processing will be disabled.
- Enable Auto Reset Clocking Direction: If an employee did not clock out by midnight, the clock will automatically adjust the employee's clocking direction to Out. Enable Auto End Day: If an employee did not clock out for a shift by the day end, the processor will calculate hours up to the End Time of the schedule. The day end is calculated to be at the opposite of the expected midpoint of the employee schedule. For example, if the expected In is 4 pm, and the expected out is 12 midnight, then the day runs from 8am to 8am.
- Enable Balancing: Daily overtime balancing will be enabled for all employees (with the exception if it is disabled in an employee's schedule).

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- Leave Approved by Default: If enabled, leave records captured are by default marked as approved and hours will automatically be calculated and allocated. If disabled, a leave record must be approved first before hours will be calculated.
- Rounding Unit (min): All clockings will be rounded to this value.
- Enable Running Totals: This will enable running totals in the Daily Hours window.
- Last Process Date: The last date on which the clock automatically reprocessed hours. If you change this date to a date prior to today, the clock will reprocess all the hours records from that date.

Click on "Save".

DAILY HOURS

Instead of just one time category, up to 11 time categories are displayed in the "Browse Daily Hours" window.

The "Day" column shows the weekday name (which can be renamed in the "Global Translations" menu option) or the leave type description or the public holiday description.

The "Expected" column will display the schedule information for the day. For example: "I- 8:00 O-16:00 L- 0:30" translates into: "I- 8:00" is the shift start time; "O-16:00" is the shift end time; and "L- 0:30" is the unpaid break time.

Next to the window heading the system display the number of records in the processing queue. Hours will automatically be reprocessed if:

1. Clocking changes are made.
2. Approved leave records are added.

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A record that is pending for processing is indicated by .

 indicates that the employee was absent i.e. the employee were scheduled to work, but there were no clockings for the day.

To view the employee's expected clockings, hover your mouse over the employee's clockings. A tooltip will appear: Expected clockings: I- 9:00 O-17:00 L- 0:30 .

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UPDATING DAILY HOURS

You now have the option to change or remove a daily hours record.

- Re-Process: This option will queue the day's record for processing.
- Employee: Displays the employee name. This field cannot be edited.
- Date: Displays the date of the daily hours record. This field cannot be edited.
- Day Name: Displays the weekday name: This field cannot be edited.
- Overriding hours: You can override any of the processed hours by ticking the Override box and entering the new value in the Override Hours field for the relevant time category.
  To reset the Running Total, tick the Override box and enter the override hours value.
- Absent?: The absenteeism indicator (yellow dot). It will be ticked if the employee had no clockings for a day he/she was scheduled to work on. Untick the box to remove the absenteeism indicator in the browse windows.
- Comment: You can enter a reason for overriding the processed hours.

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Click on "Save" to save your changes or "Cancel" to discard them. An overridden hours record will be indicated with an purple circle ⊙ in the "Browse Daily Hours" window.

PAYROLL HOURS

In this window, the date selection is important.

Since the clock does not "know" what your pay period is it will add all the daily hours together within the selected period.

Therefore, if you select a date from Monday to Sunday, the total hours will be generated up until the Sunday. If you select dates from Monday to Friday, the total hours will be generated up until the Friday. That also means, that if people worked on the weekend, and these hours need to be included in your payroll hours, they will not be taken into account in a selection from Monday to Friday only.

From Date: 03/11/2008 [....] To Date: 09/11/2008 [....] [Apply]

Browse Payroll Hours

Date	No	Surname	Name	Extra	Normal	Overtime	Saturday	Sunday	Holiday	Paid	Sick	Variance	Running Total
09/11/2008	9970	Supervisor	Demo	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
09/11/2008	1035	Benford	Chris	0:00	45:00	0:00	0:00	0:00	0:00	0:00	0:00	45:00	599:30
09/11/2008	1032	Fleming	Susanne	0:00	32:00	8:15	0:00	0:00	0:00	0:00	0:00	8:15	710:45
09/11/2008	1031	Henry	Ryan	0:00	38:15	0:00	0:00	0:00	0:00	0:00	0:00	38:15	0:00
09/11/2008	1030	De Jager	Eliza	0:00	13:00	0:30	0:00	0:00	0:00	0:00	0:00	-26:15	599:30
09/11/2008	1028	De Jager	Robert	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	-40:00	927:00
09/11/2008	1023	Cameron	Greg	0:00	35:15	0:45	0:00	0:00	0:00	0:00	0:00	-8:30	6066:15
09/11/2008	1010	Cameron	Sean	0:00	36:00	0:00	0:00	0:00	0:00	0:00	0:00	36:00	0:00
09/11/2008	1007	Gibbs	Tracy	0:00	12:45	0:00	0:00	0:00	0:00	0:00	0:00	12:45	0:00
09/11/2008	1004	Thomson	Geoff	0:00	34:15	0:00	0:00	0:00	0:00	0:00	0:00	34:15	0:00
09/11/2008	1002	Johnson	Bruce	0:00	29:15	0:00	0:00	0:00	0:00	0:00	0:00	29:15	807:00

[Send To]

Records shown 1 - 11 of 11

Click on the "Send To" button the export the selected period's payroll hours.

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THE MOBILE DEVICE PAGES

The clock's web interface includes pages which has been optimized for use on mobile devices. The "mobi" pages can be used to clock IN or OUT and view clockings for up to 7 days.

ACCESSING AND USING THE MOBI PAGES

The mobile device must be capable of browsing the internet and the clock's web interface must be accessible from the Internet.

Open the mobile device's internet browser and type in the clock address (get this from your IT department) e.g. http://clock.mycompanyname.com. Add "/myday.php" to the end of this (as per our example the full address would be: http://clock.mycompanyname.com/myday.php) and select to go to that page.

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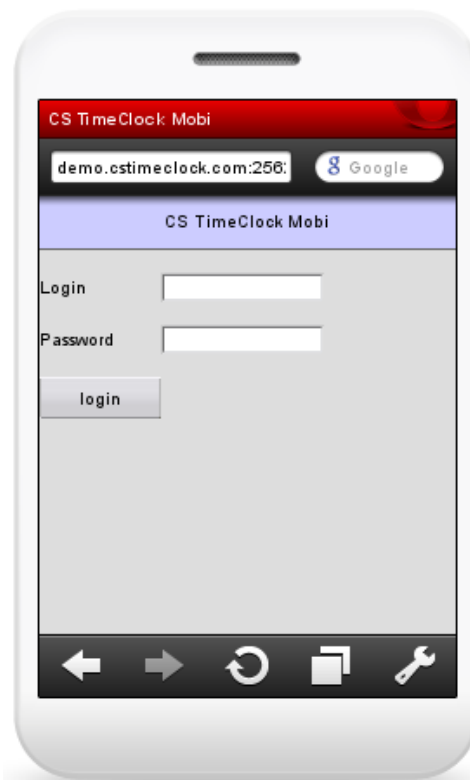
Enter your employee number and password and select Login.

Any clockings for the current date will be displayed on screen.

- Clock In & Clock Out buttons: clock IN or OUT by clicking on the relevant button.
- Last 7 Days, Yesterday & Today: View clockings for the last 7 days, yesterday or today.

Close the browser window after use.

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