

Time & Attendance Manager for ESI Systems

Installation and User Guide

Rev. 11/29/14



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1 Introduction

Time & Attendance Manager for ESI Systems is a PC application that integrates with ESI phone system RFID (Radio Frequency IDentification) door readers to allow an administrator to view card and/or fob entrance/exit events, track employee time and attendance, and assist in the preparation of payroll.

1.1 Features

Time & Attendance Manager for ESI Systems features the following capabilities:

- Integrates with ESI telephone systems to allow employees to use RFID door reader(s) as a time clock
- Improves efficiency and reduces errors in employee time tracking
- Allows an administrator to easily review employee clock in/out events
- Calculates employee time automatically based upon in/out events and allowed break periods
- Allows an administrator to manually adjust hours worked
- Reports in/out events by RFID reader or by employee
- Up-to-the-minute view of each employee's in or out status
- Ability for employees to clock in and out via a web page
- Payroll report assists in the preparation of payroll

2 Installation

In order to ensure a successful installation, the steps in the following topics should be followed carefully.

2.1 System Requirements

The following are the recommended minimum system requirements in order to install and run Time & Attendance Manager for ESI Systems:

- PC with Windows XP, Vista, 7, or 8
- 1GB RAM
- 500MB disk space
- Ethernet connection
- ESI Communications Server or IP Server 900 phone system with Presence Management option and one or more RFID Readers configured as "Entrance/Exit"

2.2 Installation Preparation

It is recommended that, before attempting to install Time & Attendance Manager for ESI Systems, you perform the following preparatory steps:

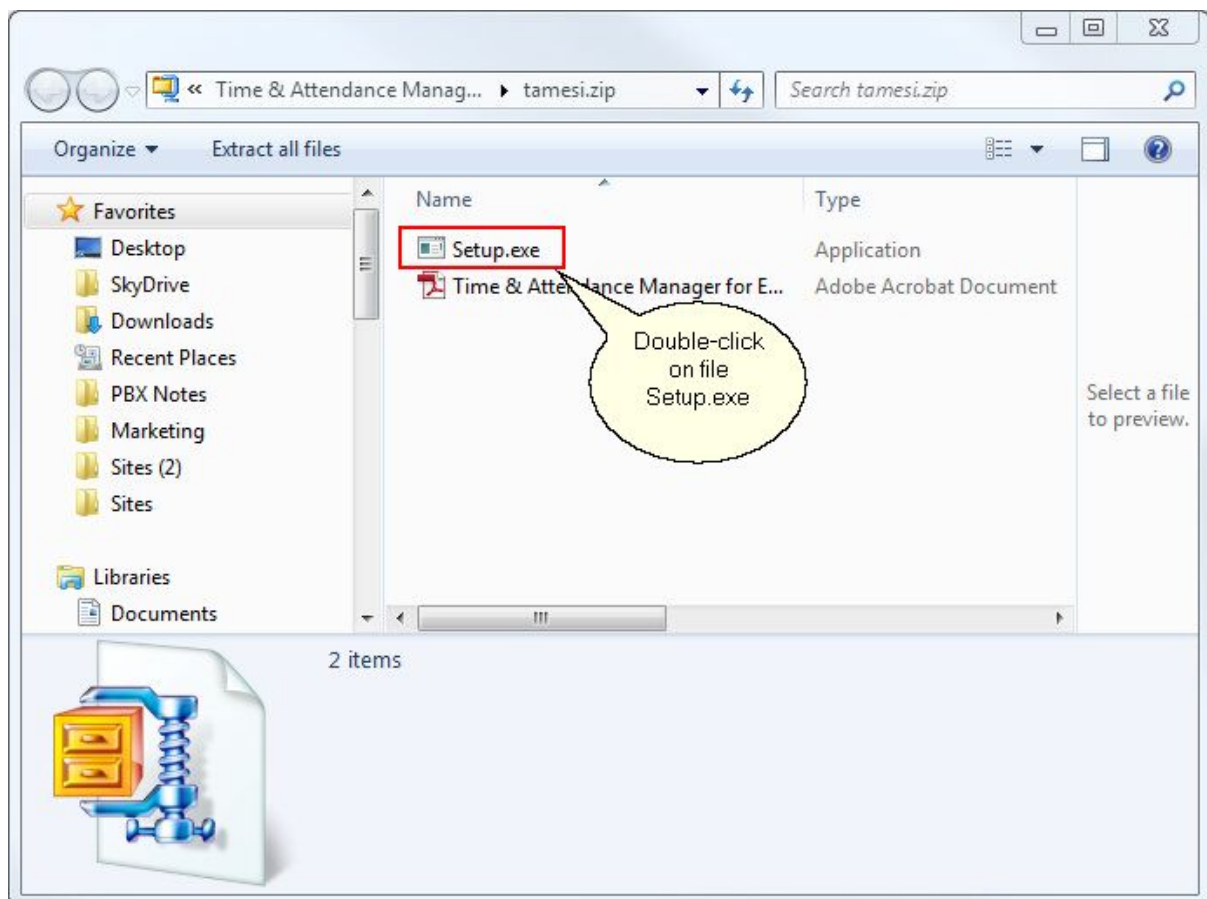
- (1) Update your PC with all recommended Microsoft Windows updates. You can begin this process by going to www.microsoftupdate.com.
- (2) Ensure that you have Administrator privileges on the local PC where you will install the software.

2.3 Installing Time & Attendance Manager

As of this writing, the latest version of Time & Attendance Manager for ESI Systems can be obtained from:

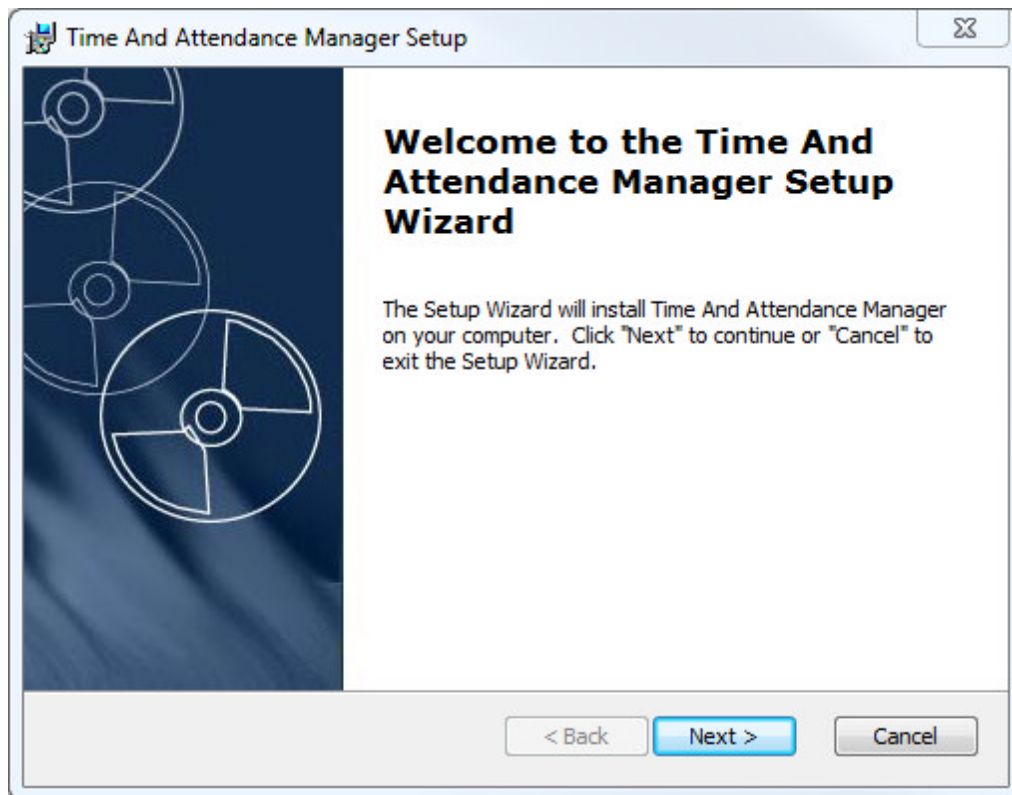
<http://www.brainherd.com/downloads/tamesi/tamesi.zip>

After downloading it, you will need to "unzip" the file tamesi.zip. This can be done on most operating systems by simply double-clicking the file; a new window will open with the contents of the Zip file archive. Double-click on the file "Setup.exe":



NOTE: If there are any additional Microsoft components that need to be present on your PC in order for Time & Attendance Manager to run correctly are missing, you will be prompted to install them. If you are, please allow those components to be downloaded and installed (for example, the Microsoft .NET Framework 4.0, or Microsoft SQL CE).

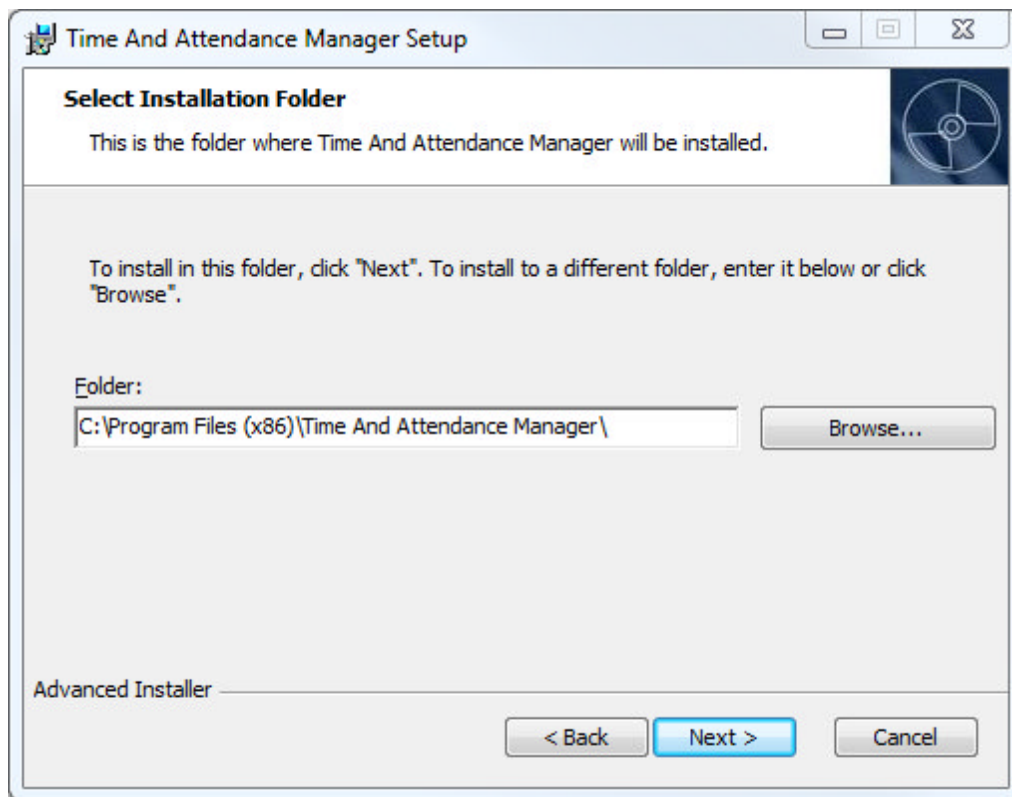
The initial installation screen appears as follows:



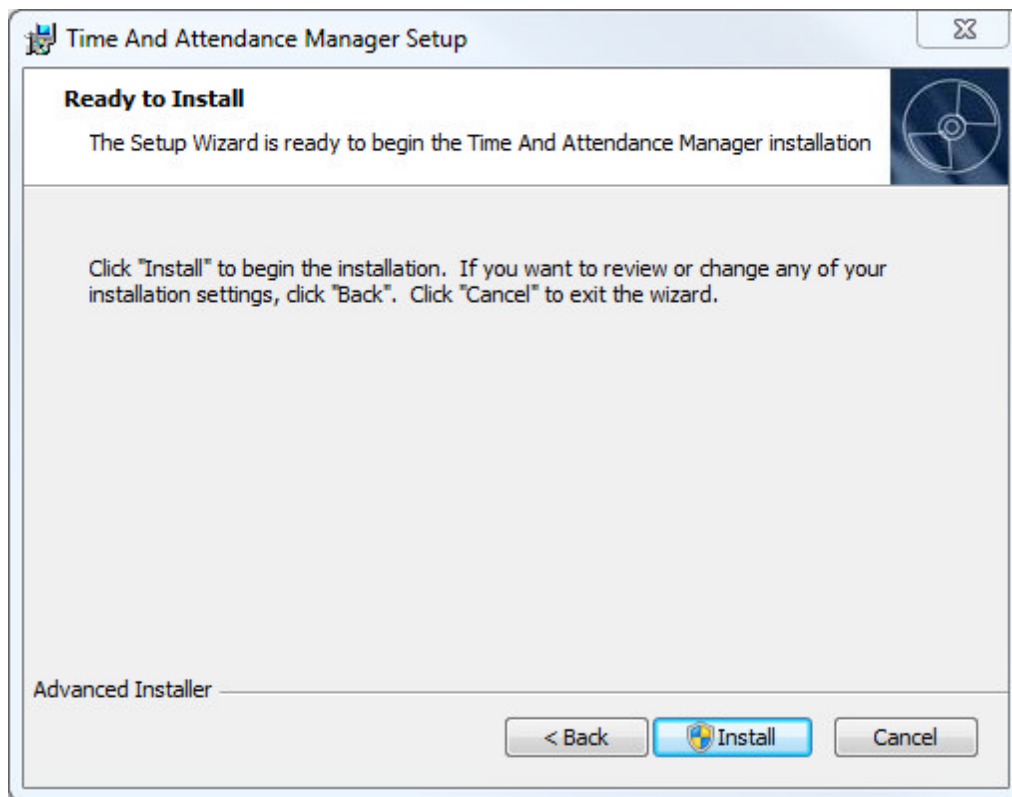
Click on the Next button to proceed. The following screen shows:



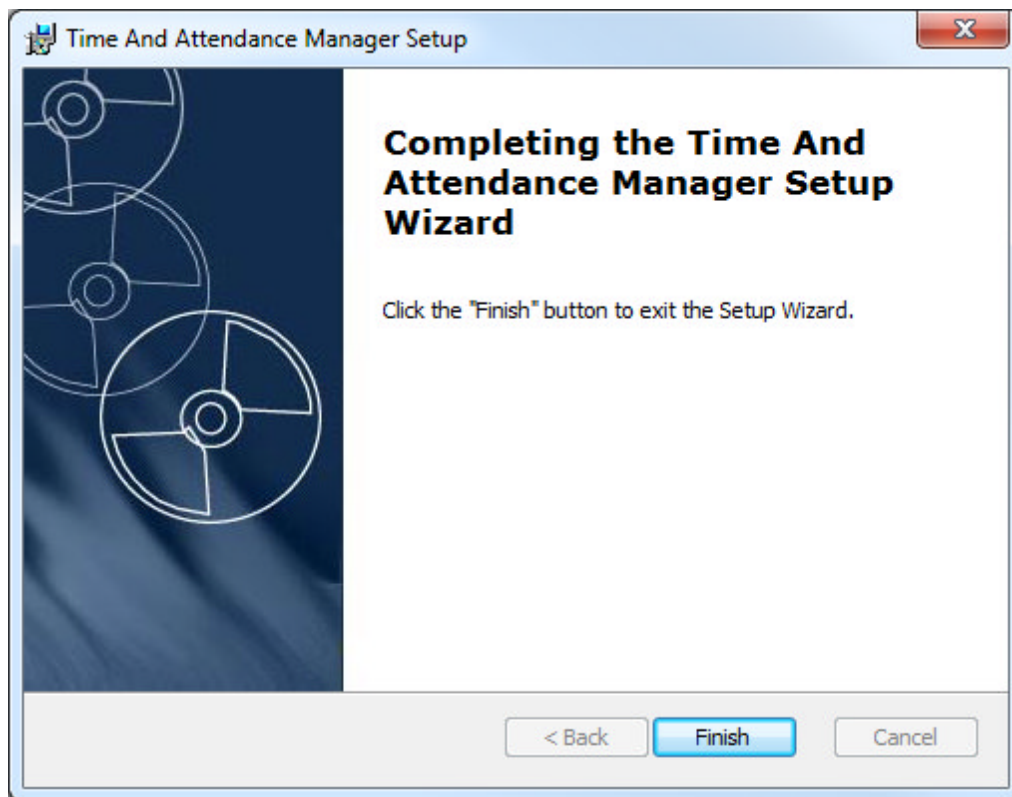
This is the End User License Agreement for the Time & Attendance Manager software. Please read through it carefully to ensure that you agree with the terms of your use of this software. Note that you will need to click on "I accept the terms in the License Agreement" before you are allowed to proceed with the installation. Then click the "Next" button. Next, you will be asked to specify where you would like Time & Attendance Manager to be installed:



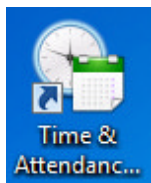
You may choose the default location and click the "Next" button. On the following screen, click the "Install" button to begin the installation:



After a few moments, the installation will complete and you will see the following screen:



Click "Finish". The installation is complete! You may run Time & Attendance Manager either by locating and double-clicking the desktop icon:



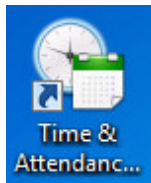
or, by going to the Start button and clicking on it there:



3 Configuration

3.1 Accessing Settings

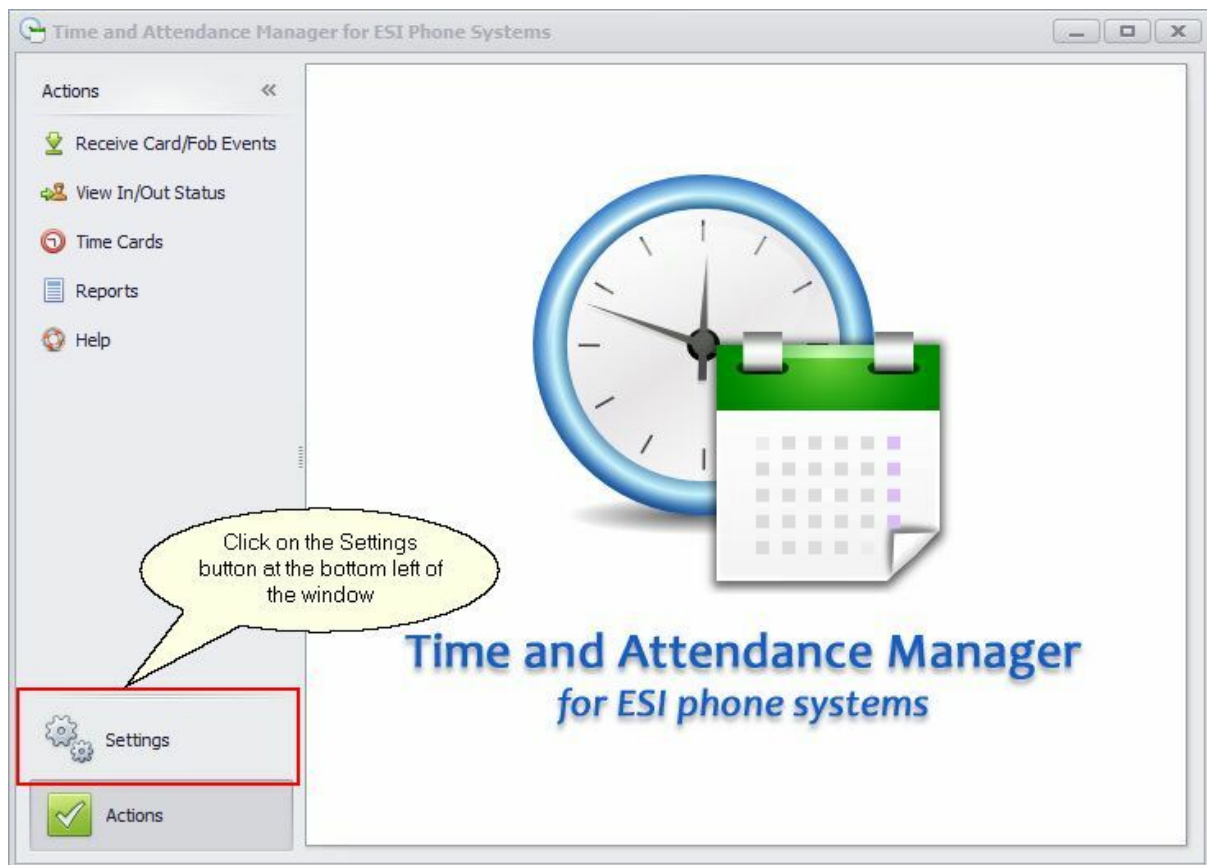
To access the Settings screens of Time & Attendance Manager for ESI Systems, you must first launch the program. You can do this either by double-clicking on the desktop icon:



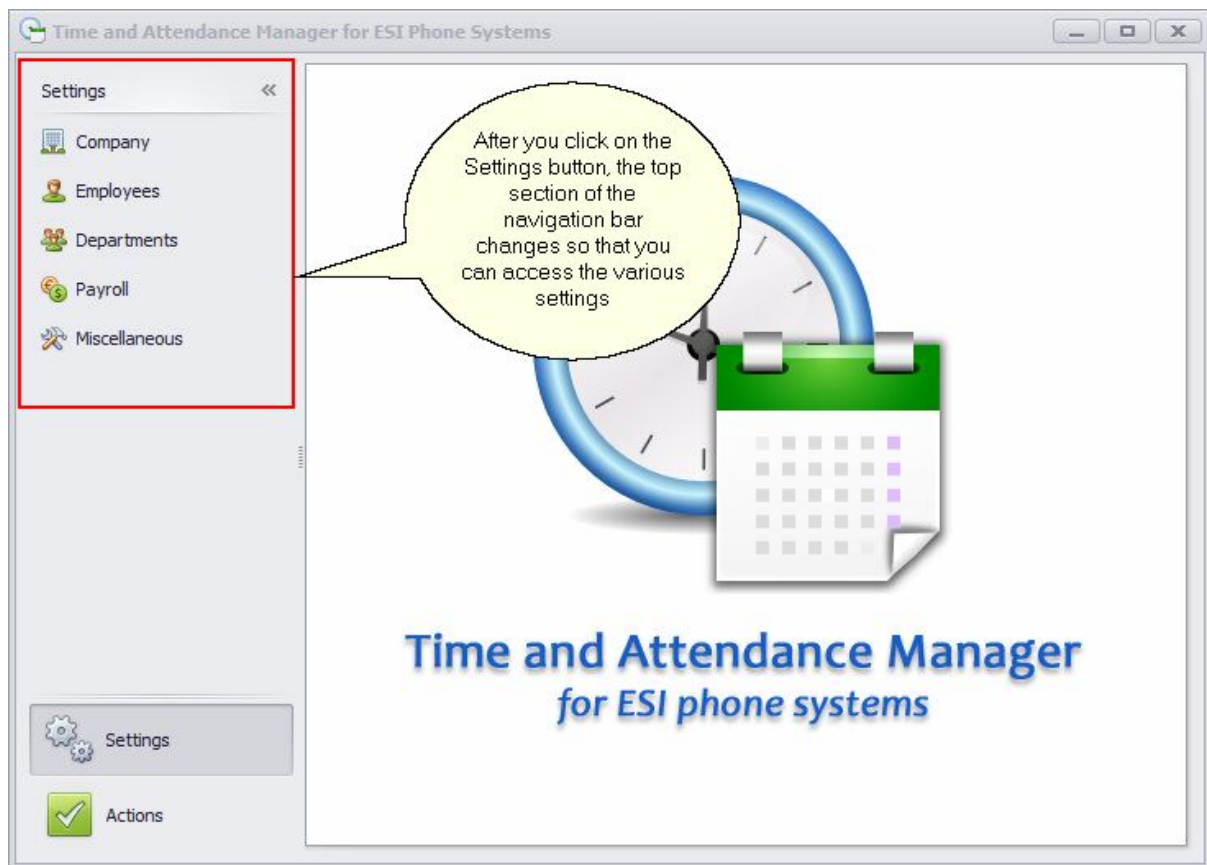
or, you can locate it by clicking on the Windows Start button and locating and clicking on the shortcut to the application:



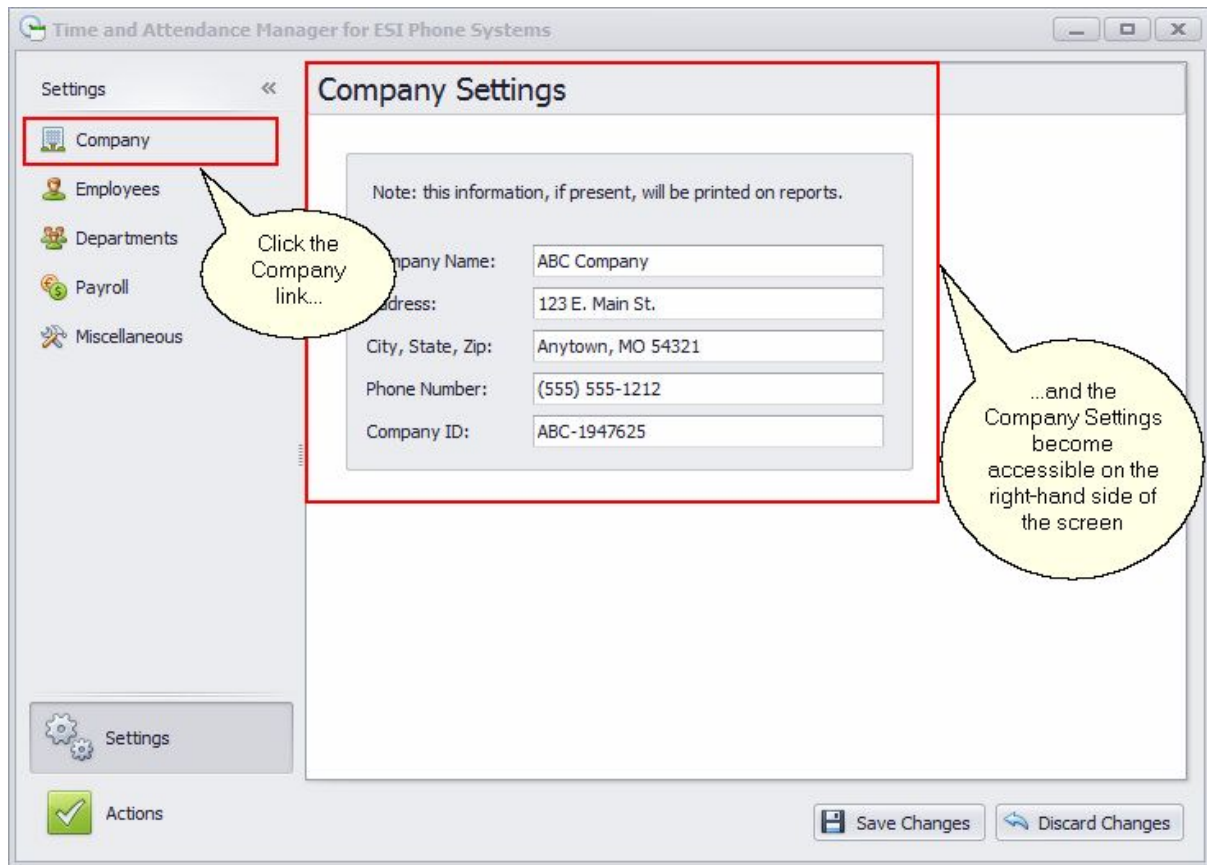
You will then see the following screen:



Click on the "Settings" tab at the bottom left of the window (we will refer to the left-hand section of the application as a navigation bar), and you will be shown the settings options:



By clicking on a specific link under the Settings section of the navigation bar, you can then access and change the settings for that section. For example:



All of the program settings can be updated by clicking the appropriate link to the left side of the screen on the navigation bar. In the following sections, each settings screen will be covered in detail.

3.2 Company Settings

The Company Settings screen appears as follows:

Time and Attendance Manager for ESI Phone Systems

Settings << Company Settings

Company

Employees

Departments

Payroll

Miscellaneous

Settings

Actions

Note: this information, if present, will be printed on reports.

Company Name: ABC Company

Address: 123 E. Main St.

City, State, Zip: Anytown, MO 54321

Phone Number: (555) 555-1212

Company ID: ABC-1947625

Save Changes Discard Changes

Competing the information on this screen is purely optional. If the information is present, it will be printed on any reports. The following is an example of the header of a report that contains this information:

Payroll Report

10/13/2013 - 10/26/2013

ABC Company, 123 E. Main St., Anytown, MO 54321; (555) 555-1212

Company ID: ABC-1947625

3.3 Employees

The Employees settings screen appears as follows:

Time and Attendance Manager for ESI Phone Systems

Settings << Employees

Company
Employees
Departments
Payroll
Miscellaneous

Settings
Actions

Save Changes Discard Changes

Add New Employee

First Name: Last Name: Add

Edit Employee

Prev Next Remove Employee

First Name: Last Name: Employee Is Active

Employee ID: Department:

Card/Fob #: Hourly Rate: \$

Notes:

To add a new employee, simply fill in the First Name and Last Name fields, then click the Add button:

Add New Employee

1 First Name: Gary 2 Last Name: Newcomb 3 Add

When you add a new employee, the bottom section of the screen will change to reflect the new employee that was added:

Time and Attendance Manager for ESI Phone Systems

Settings << Employees

Company
Employees
Departments
Payroll
Miscellaneous

Settings
Actions

Add New Employee

First Name: Last Name: Add

Edit Employee

Prev Gary Newcomb Next Remove Employee

First Name: Gary Last Name: Newcomb ☒ Employee Is Active

1 Employee ID: Department: 2

3 Card/Fob #: Hourly Rate: \$ 4

6 Notes:

Save Changes Discard Changes

You can then fill in the remainder of the fields as follows:

(1) Employee ID: There is no required format for this field, as Time and Attendance Manager does not require it to operate. This can be any internal designation you choose.

(2) Department: If you have any departments already configured, you may use the drop down list to select the one to which this employee belongs. If there are no departments configured, or the department to which this employee belongs has not yet been created, you can add a new department by simply typing it into this box. You will be prompted to confirm that you wish to create a new department.

(3) Card/Fob #: This is the number that is physically printed on the security card or fob that has been issued to the employee.

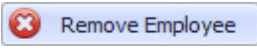

(4) Hourly Rate: This is the hourly pay rate of the employee. It is required in order to assist in the calculation of payroll.

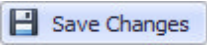
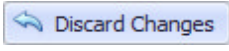
(5) Employee Is Active: Specify whether the employee is an active employee.

(6) Notes: Enter any notes you wish for this employee.

You can navigate among employees in the following ways:

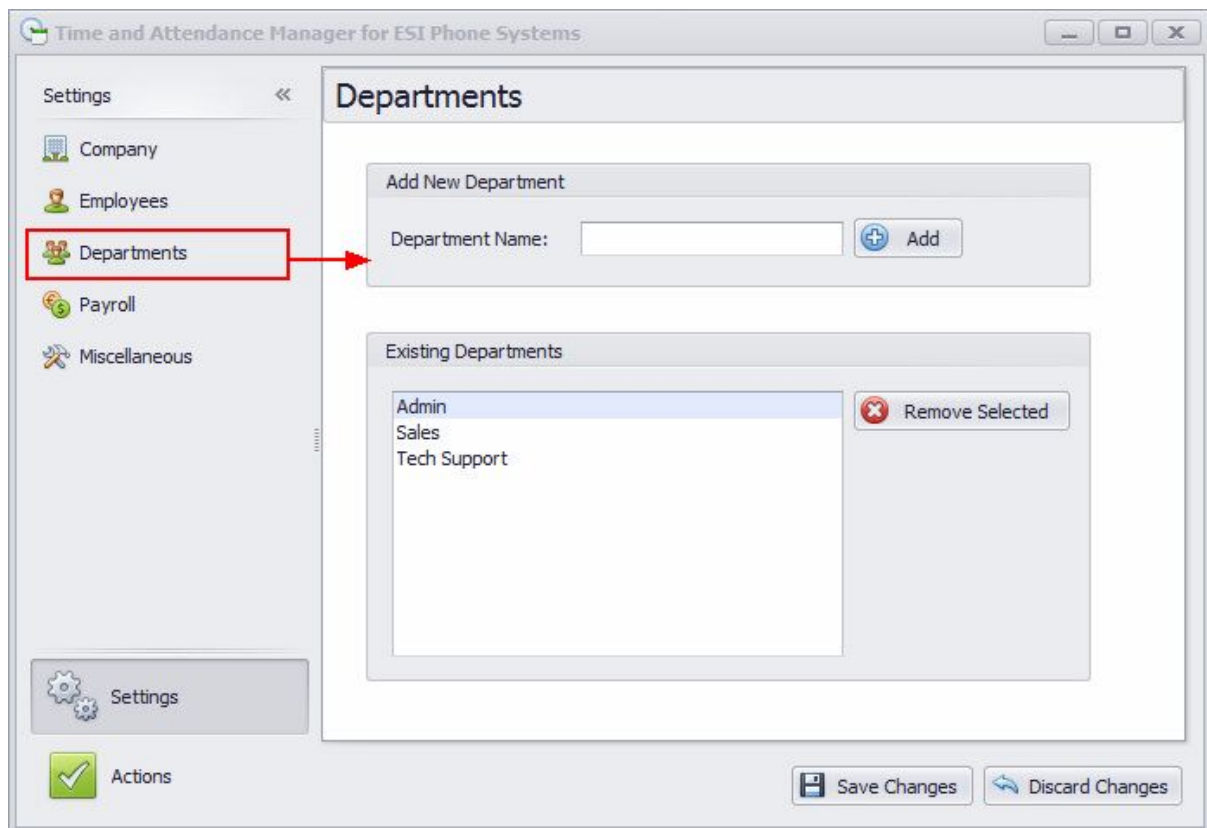
The screenshot shows the 'Edit Employee' window. At the top, there is a navigation bar with 'Prev' and 'Next' buttons flanking a dropdown menu currently showing 'Gary Newcomb'. A red box highlights these three elements. To the right is a 'Remove Employee' button with a red 'X' icon. Below the navigation bar, the form contains fields for 'First Name' (Gary), 'Last Name' (Newcomb), 'Employee ID' (9900934), 'Department' (Sales), and a checked 'Employee Is Active' checkbox. A 'Notes' text area is at the bottom. Three callouts are present: one pointing to the 'Prev' button saying 'Select previous employee', one pointing to the dropdown menu saying 'Drop down box to select a specific employee. You can alternatively click the box and begin typing the employee name; the box will autocomplete to match the nearest name.', and one pointing to the 'Next' button saying 'Select next employee'.

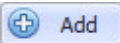
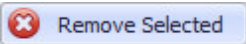
If you wish to permanently remove an employee, click the  button. Alternatively, you may wish to simply uncheck the  check box.

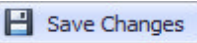
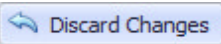
Remember that you need to click the  button at the bottom of the screen in order to save any changes, additions, or deletions you have made. If you click on the  button, you will undo any changes, additions and deletions made since the last save.

3.4 Departments

Departments allow you to group employees to make certain functions easier, such as running reports or adjusting daily hours for a group of people. The Departments settings screen appears as follows:



To add a new department, enter the department name in the Department Name field and click . When you do so, the department name will be added to the list below of Existing Departments. To remove a department from the list, highlight the department name and click . Note that if you remove a department, it will remove any employees from the (now non-existent) department and you will need to reassign them to a new department, if desired.

Remember that you need to click the  button at the bottom of the screen in order to save any changes, additions, or deletions you have made. If you click on the  button, you will undo any changes, additions and deletions made since the last save.

3.5 Payroll Settings

There are a number of payroll settings that should be entered into this section in order to ensure that payroll can be accurately calculated. The Payroll Settings screen appears as follows:

A description of each section follows.

Payroll Frequency: This is the frequency with which your company runs payroll. The choices are Biweekly, Monthly, Semi-monthly, and Weekly.

Start Date: This can be the start date of any payroll. This software will automatically calculate all future payroll dates. Note that if you have chosen a Semi-monthly payroll frequency, the date you enter here should be the beginning day of the first payroll period of the month; this software will automatically add 15 days to determine the start day of the second payroll of the month (in the example above, the first payroll of the month would start on the first day of the month, and the second payroll of the month would start on the 16th of the month).

Work week starts on: enter the day of the week upon which the start of your work week falls.

Note that, when calculating payroll, daily pay amounts are always calculated based on a workday that runs from 12:00:00 AM to 11:59:59 PM.

Daily Time Calculation

The first hours worked in a day will be paid as regular time

The next hours worked in a day will be paid as overtime

The remaining hours worked in a day will be paid as overtime 2

The Daily Time Calculation section allows you to specify the hourly thresholds worked in a day after which overtime (or overtime 2, such as double-time) will be calculated. The laws for daily overtime calculation vary by jurisdiction, so you will need to enter the settings that apply to your jurisdiction. If your jurisdiction does not require you to factor in the number of hours worked daily as a basis for overtime, you can ignore this section; you will be given an opportunity to specify that Time and Attendance Manager should only calculate weekly amounts in overtime.

If you are not required to pay overtime 2 in your jurisdiction and wish for this not to be calculated, you can raise the second field to a high number (for example, "The next 24 hours worked in a day will be paid as overtime").

Weekly Time Calculation

The first hours worked in a week will be paid as regular time

The next hours worked in a week will be paid as overtime

The remaining hours worked in a week will be paid as overtime 2

The Weekly Time Calculation section allows you to specify the hourly thresholds worked in a week after which overtime (or overtime 2, such as double-time) will be calculated. The laws for weekly overtime calculation vary by jurisdiction, so you will need to enter the settings that apply to your jurisdiction. If your jurisdiction does not require you to factor in the number of hours worked weekly as a basis for overtime, you can ignore this section; you will be given an opportunity to specify that Time and Attendance Manager should only calculate daily amounts in overtime.

If you are not required to pay overtime 2 in your jurisdiction and wish for this not to be calculated, you can raise the second field to a high number (for example, "The next 168 hours worked in a week will be paid as overtime").

Overtime Calculation Method

☐ Only calculate daily amounts in overtime

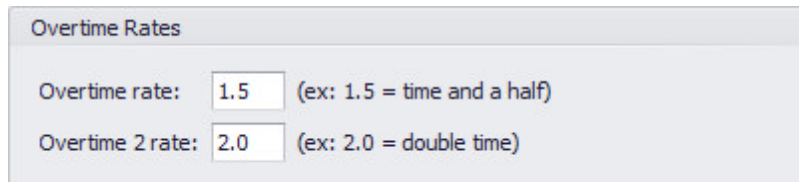
☐ Only calculate weekly amounts in overtime

☒ Calculate daily and weekly amounts in overtime

The Overtime Calculation Method section allows you to specify, according to the laws in your jurisdiction, whether to calculate daily hour thresholds in overtime, weekly thresholds in overtime, or

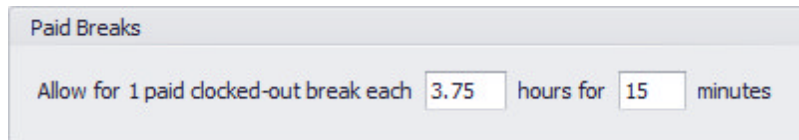
both.

Note that this software does not claim to be able to handle every possible combination of payroll rules and/or laws as they may apply in your jurisdiction; nor can it be guaranteed that this software will be amended to accurately calculate payroll based upon future changes in the law. Finally, note that this software has a single set of payroll rules for all employees and, at this time, there is no mechanism to apply different payroll rules to different classifications of employees.



The screenshot shows a section titled "Overtime Rates" with two input fields. The first field is labeled "Overtime rate:" and contains the value "1.5", with a note "(ex: 1.5 = time and a half)". The second field is labeled "Overtime 2 rate:" and contains the value "2.0", with a note "(ex: 2.0 = double time)".

The Overtime Rates section allows you to specify the multiplication amount to be applied to the employee hourly rate in regards to overtime and overtime 2. In the example above, if we assume an employee whose standard hourly wage is \$20 per hour, the overtime rate at a 1.5 multiplication would be 150% of the normal hourly wage, or \$30 per hour. The overtime 2 rate at a 2.0 multiplication would be 200% of the normal hourly wage, or \$40 per hour.





The screenshot shows a section titled "Paid Breaks" with a single input field. The text reads "Allow for 1 paid clocked-out break each" followed by a field containing "3.75", then "hours for" followed by a field containing "15", and finally "minutes".

The Paid Breaks section allows you to specify that employees should be paid for some of the time in a day during which they are clocked out. In the example above, employees are allowed to have one 15-minute break during each 4-hour interval (with the 15 minutes being part of the 4-hour interval). Please note the following in regards to break calculation:

- Breaks are only calculated for clocked-out periods in which there is a clocked-in period both before and after the clocked-out period;
- If the clocked-out period is in excess of 5 minutes less than or more than the time allotted for a break, the clocked-out period will not be considered a break and no break minutes will be given (in the example above of 15 minutes, anything less than 10 minutes or more than 20 minutes would not be considered a break and no break minutes would be given);
- If the clocked out period is greater than the number of minutes specified in the Paid Breaks section, the employee will not be given credit for the entire period, only the number of minutes specified in the Paid Breaks section; however, if they are over by a few minutes on one break and a few minutes under on another break in the same day, allowance will be given.

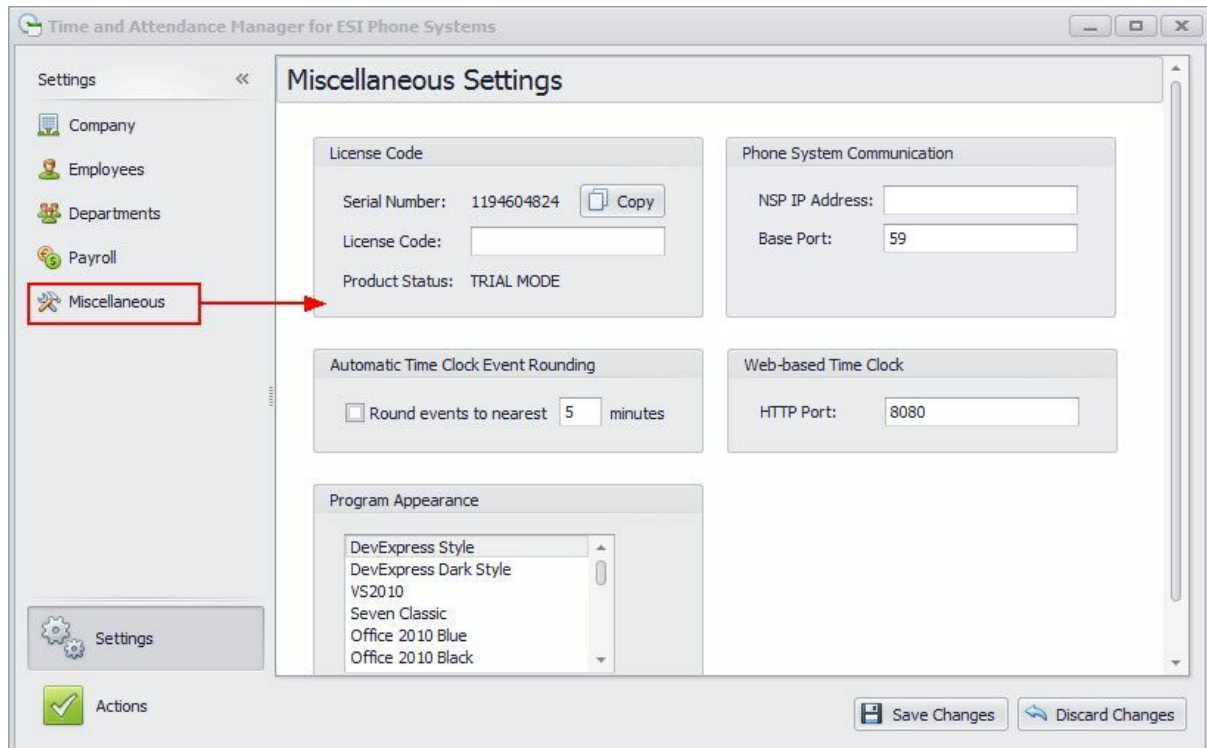
If you do not wish to allow for paid, clocked-out breaks, you may simply raise the first number in the section to a high number, such as 24 hours.

Remember that you need to click the  **Save Changes** button at the bottom of the screen in order to

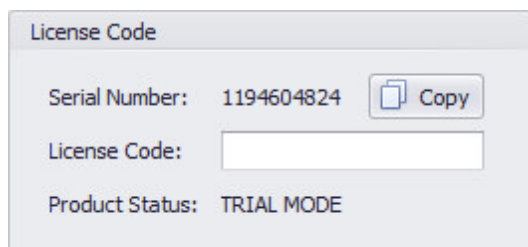
save any changes, additions, or deletions you have made. If you click on the  **Discard Changes** button, you will undo any changes, additions and deletions made since the last save.

3.6 Miscellaneous Settings

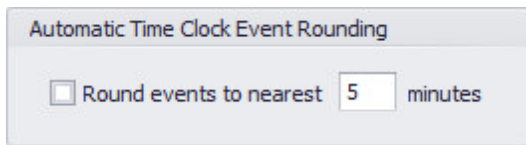
The Miscellaneous Settings screen contains various configurable parameters, some of which are required for the proper operation of Time and Attendance Manager. The Miscellaneous Settings screen appears as follows:



A description of each section is as follows:

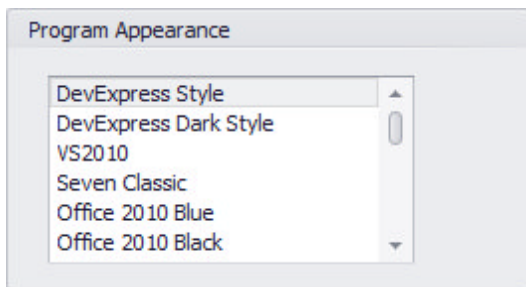


The License Code section allows you to activate Time and Attendance Manager so that it is no longer in trial mode. In trial mode, the software is fully functional but after 14 days you will no longer be able to download card/fob events from the phone system. To remove this restriction, please contact the vendor from whom you purchased the software, and they will provide you with a license code to place in the License code field. When you have placed a valid license code in this field, the Product Status will become "Unlocked", indicating that you are no longer in trial mode.

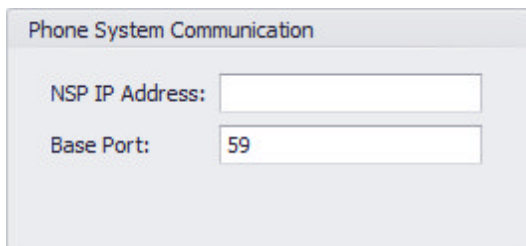
A screenshot of a software window titled "Automatic Time Clock Event Rounding". It contains a checkbox labeled "Round events to nearest" which is currently unchecked. To the right of the checkbox is a text input field containing the number "5", followed by the word "minutes".

Automatic Time Clock Event Rounding allows you to specify that, when card/fob events are downloaded from the phone system, that they automatically be adjusted (rounded). If you wish to do this, you may check the box and input the number of minutes to which you would like events automatically rounded.

Note that, even with automatic rounding, Time and Attendance Manager still keeps a record of the time each user actually clocked in or out, for your reference. You can always revert an event back to its original time if needed. The [Event Report by Employee](#) will allow you to see the original times of events, as well as the adjusted event times. The [Event Report By Reader](#) will always show the original times of each event, NOT adjusted times. Please read the [Reports](#) section in this help guide for further information on reports.

A screenshot of a software window titled "Program Appearance". It features a list box containing several style templates: "DevExpress Style", "DevExpress Dark Style", "VS2010", "Seven Classic", "Office 2010 Blue", and "Office 2010 Black". The "DevExpress Style" option is currently selected and highlighted.

The Program Appearance section allows you to change the appearance of Time and Attendance Manager; this is purely a cosmetic setting and does not affect the functionality of the software. There are a number of style templates you can choose from in order to suit your visual preference.

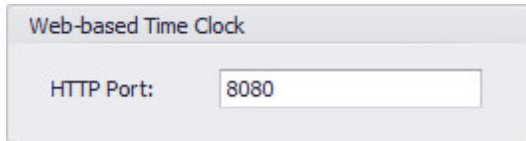
A screenshot of a software window titled "Phone System Communication". It contains two fields: "NSP IP Address:" followed by an empty text input box, and "Base Port:" followed by a text input box containing the number "59".

The Phone System Communication section must be filled out in order for this application to successfully communicate with your ESI phone system.

The **IP Address** field must be set to the IP address of the NSP (Network Services Processor) on your ESI phone system; this is specified in system programming as the "NSP Private IP Address" in Installer Function 824. Note that Time and Attendance Manager attempts to locate the NSP IP address automatically; if it is successful, this field will be filled in for you. If Time and Attendance Manager is unable to locate the NSP IP address, this usually means that (a.) there is a firewall port on the PC that is blocked (see the troubleshooting section [Error receiving card/fob events](#) for more information on firewall ports), or (b.) the Base Port setting is incorrect (see next paragraph).

The **Base Port** field must match the setting in the ESI system programming Installer Function 821,

"Base UDP Port". This is set to 59 by default and does not normally need to be changed.



The Web-based Time Clock is a feature that gives employees an additional option to clock in and out; when active, they can access a web link that will allow them to clock in and out either locally or remotely (when properly configured). Note that clocking in or out via the Web-based Time Clock does not change the ESI phone user settings, like swiping a card or fob in front of an RFID (Presence Management) reader would; it is simply an additional way to track employee time and attendance.

The default HTTP port number is 8080, but can be any port number from 1 to 65535. Please use caution when changing this port, as there are other PC services that use various ports, and there is the possibility of conflict. Please also avoid using port 443, as this has special meaning to web browsers. If this field is blank, the Web-based Time Clock feature will be inactive.

The Web-based Time Clock runs as a Windows service, and therefore will remain active as long as the PC itself is turned on, even if Time and Attendance Manager is not running.

To access the Web-based Time Clock locally (from a computer or other device within your local network), the employee would need to open a web browser and enter the IP address of the PC upon which Time and Attendance Manager is running, followed by a colon, followed by the port number you have chosen. For example, if the PC's IP address is 192.168.1.100, and the HTTP port is 8080, the employee would enter the following into their browser:

192.168.1.200:8080

Note that if you choose 80 as the HTTP port, the employee would only need to enter:

192.168.1.200

because if the colon and port number are left off, the browser will assume that port 80 was intended.

It is highly recommended that the PC on which Time and Attendance Manager is installed be configured with a static IP address; this is so that the employees can always enter the same address into their web browser without worrying about it changing. If you are unsure how to assign a static IP address to the PC, please consult your local IT professional for assistance.

Please note that, in order for employees to successfully reach the Web-based Time Clock, any firewall on the PC on which Time and Attendance Manager is installed must not be blocking the port you have chosen. During the installation process of Time and Attendance Manager, port 8080 is automatically unblocked in the Windows firewall; if you choose a different port, or if you use a firewall other than the one built into Windows, you may need to open that port on the firewall for inbound traffic.

In order for employees to access the Web-based time clock from outside the office, additional steps will be required for initial setup:

- (1) Ensure that the PC on which Time and Attendance Manager is installed has a static

(unchanging) private IP address;

(2) You must have a static (unchanging) public IP address via your Internet Service Provider;

(3) In your Internet router, the port number you have chosen must be "forwarded" to the private IP address assigned to the PC on which Time and Attendance Manager is installed.

If you are unsure about any of the above steps, please consult your local IT professional for assistance. Once the steps above have been accomplished, employees should be able to access the Web-based Time Clock from outside the office; it does not matter where they are physically located, as long as they have access to an Internet connection. Accessing the Web-based Time Clock remotely is similar to how they would access it from within the office, except that they will need to enter the public IP address of your office Internet connection into their browser instead of the PC's private IP address. You can usually determine your public IP address by going to a third-party website such as www.whatismyip.com from a PC within the office.

If you wish to offer employees a "friendlier" alternative to typing in an IP address, you can register your public IP address via a DNS service, for example dyndns.org. There, you can choose a "friendly" name (for example, timeclockexample.dyndns.org) as long as it is not already used. Then, the employees could type the friendly name into their browser instead of the public IP address. An additional benefit to using such a service would be that, if your Internet IP address ever changes, you can update it with the third party, and the friendly name would not change. Note that there may be fees associated with this third-party service.

When an employee accesses the Web-based Time Clock, they will see a page like the following:

Web Time Clock

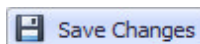
Card/Fob/Employee #:

☐ Clock In

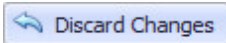
☐ Clock Out

Here they can enter either their card or fob number (it is printed on the card or fob), or they can enter their Employee ID (as set up in the [Employees](#) section). Log in/out events that are entered via the web will show up on reports as being from Reader extension 999.

Remember that after you make any changes to the Miscellaneous section, you need to click the



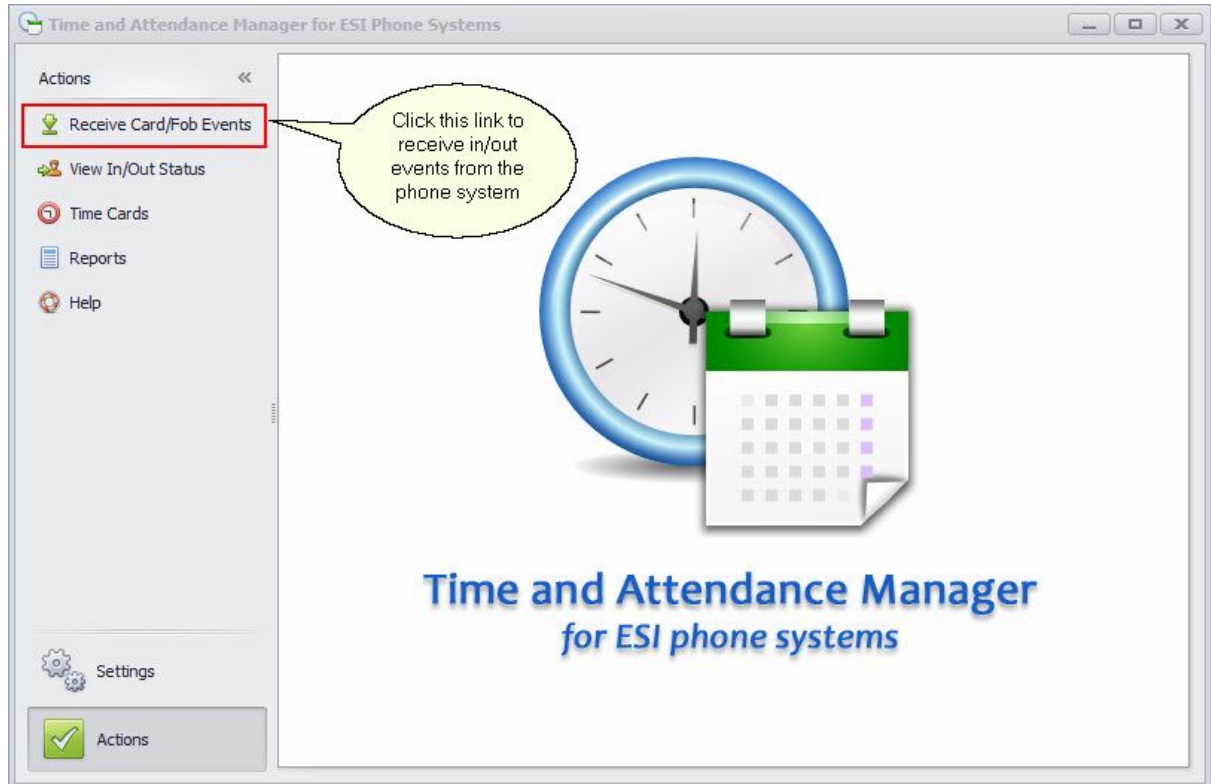
button at the bottom of the screen in order to save any changes, additions, or

deletions you have made. If you click on the  button, you will undo any changes, additions and deletions made since the last save.

4 Using Time & Attendance Manager

4.1 Receive Card/Fob Events

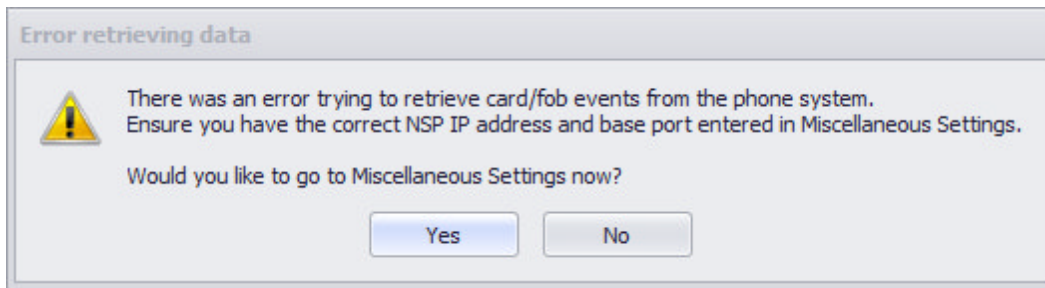
Time and Attendance Manager for ESI Systems needs to communicate with your ESI phone system in order to retrieve in/out events. This is done by clicking on the Receive Card/Fob Events link:



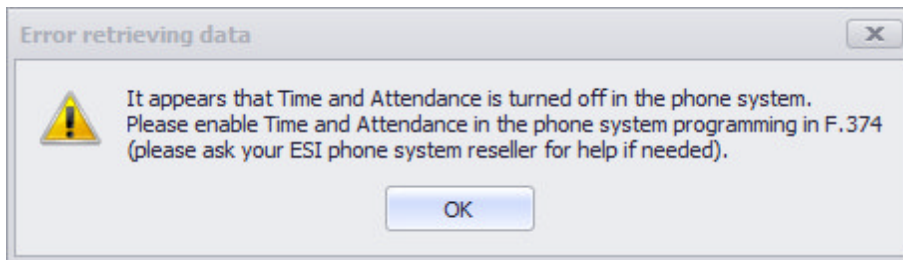
Upon successful connection and downloading, you should see a window similar to the following:



If, instead, you see one of the following windows:



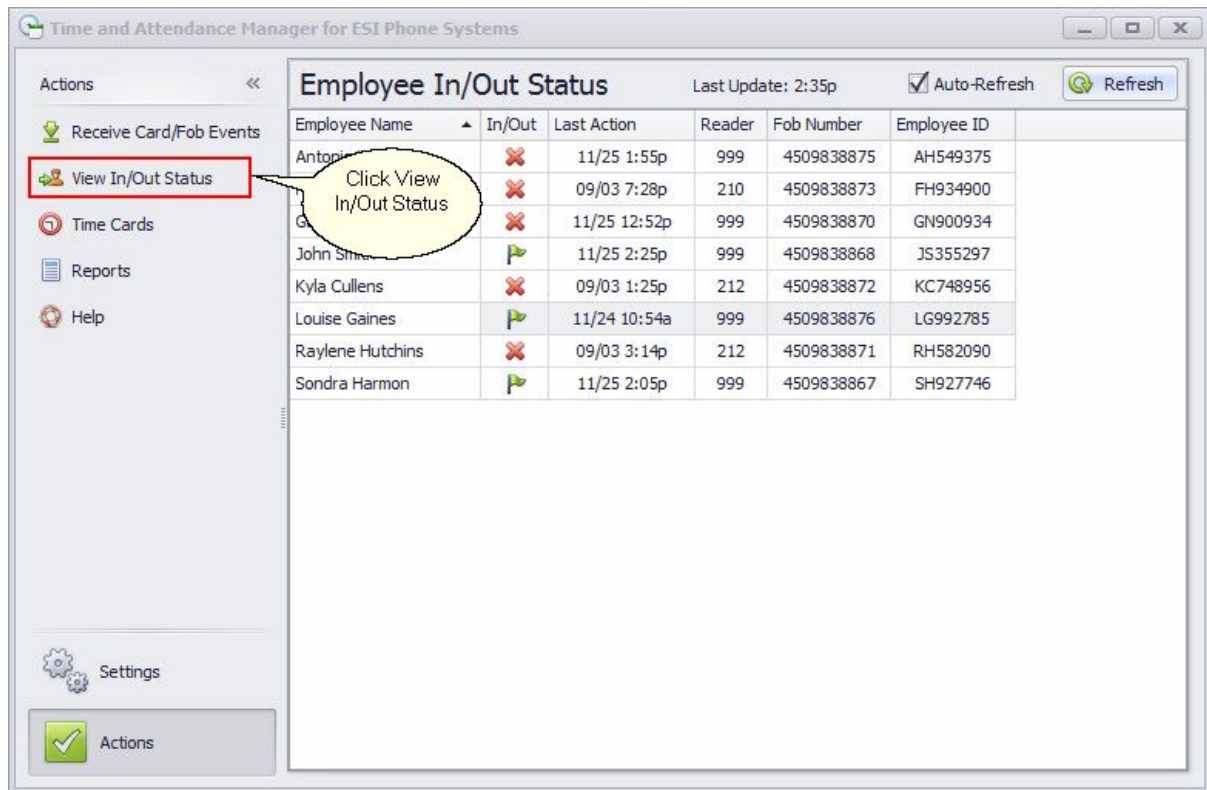
or



This indicates that there was a problem connecting to and retrieving events from the phone system. In this case, refer to the troubleshooting section [Error receiving card/fob events](#).

4.2 View Employee In/Out Status

With Time and Attendance Manager for ESI Systems, you have the ability to get an up-to-the-minute view of the in/out status of all active employees. To get this view, click on the View In/Out Status link:



In this view, all active employees are shown, along with their in or out status, when they last clocked in or out (🚩 means that the employee is clocked in, and ✗ means that the employee is clocked out), the RFID (Presence Management) Reader extension at which they last clocked in or out, the employee's fob or card number, and the employee's Employee ID number.

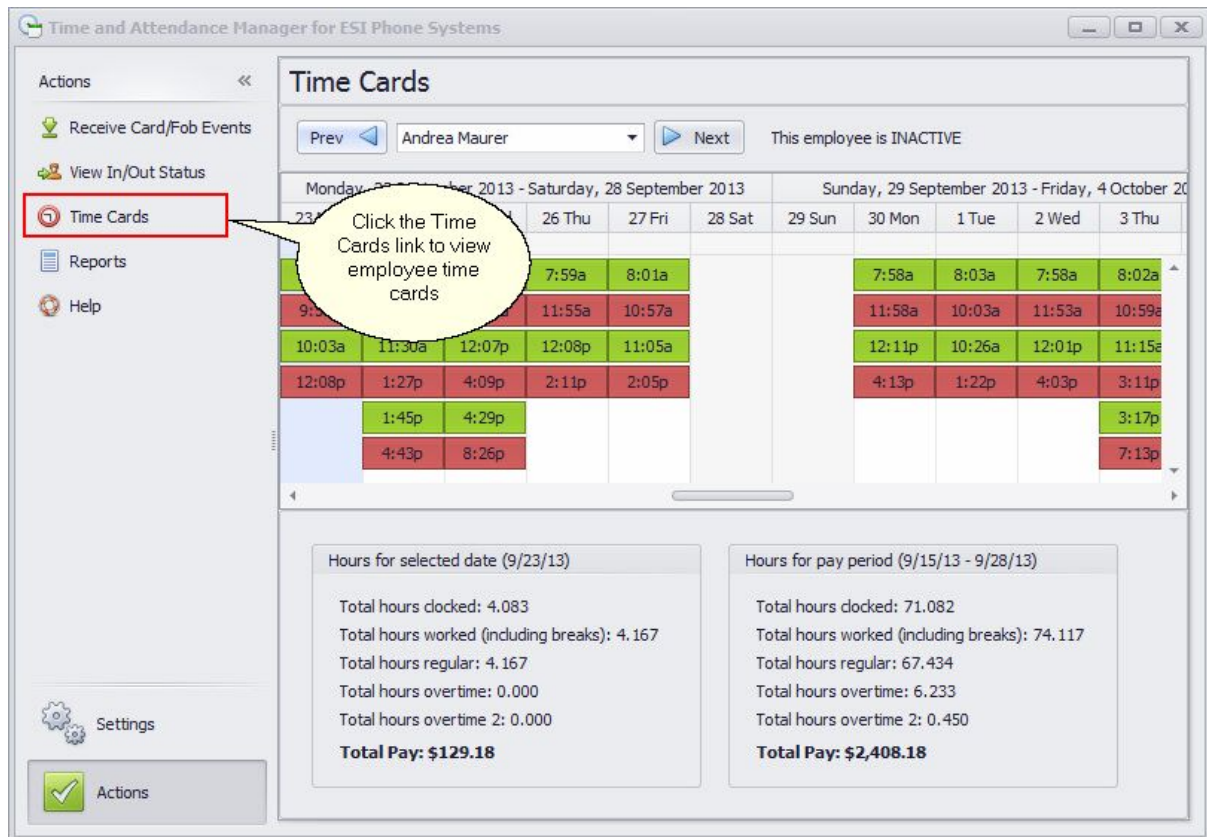
Note that if the Web-based Time Clock is active (see [Miscellaneous Settings](#)), the Reader extension will show as 999 if the employee clocked in or out last via the web.

To update this view, you can click on either the [Receive Card/Fob Events](#) link on the left side of the screen, or the [Refresh](#) button in the Employee In/Out Status view. You can also check the ☒ [Auto-Refresh](#) option, and in that case, Time & Attendance Manager will refresh the employees' in/out status once per minute. Note that, with any of these options, each time the employees' in/out status is refreshed, any new card/fob events are written to the Time & Attendance Manager database.

4.3 Time Cards

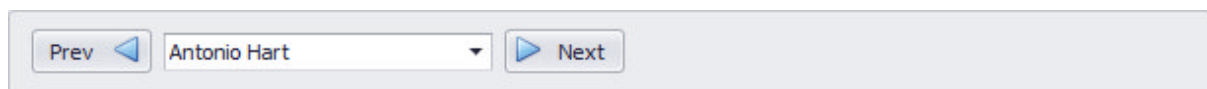
Time and Attendance Manager for ESI Systems is able to work in conjunction with ESI phone systems and ESI RFID (Radio Frequency ID) readers to allow your company to track employee time and attendance. By distributing approved security cards or fobs to your personnel, these RFID readers can be used as a time clock. The Time Cards view in Time and Attendance Manager allows you to not only view in/out events for each employee, but to adjust individual events or hours for individual days.

The Time Cards screen appears as follows:


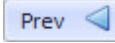


4.3.1 Understanding the Time Cards View

The Time Cards view contains multiple sections:



This section allows you to see which employee's time you are currently viewing. It also allows you to navigate to the employee whose time information you wish to view. You can navigate among employees via the following methods:

- Employees are alphabetized by first name. By selecting the  button, you will navigate to the next employee in alphabetical order, and by selecting the  button, you will navigate to the prior employee in alphabetical order.
- You may drop down the combo box containing the employee names, and scroll to the employee whose information you wish to view; alternatively, you may click on the combo box and begin typing the employee's first name and the box will auto-complete for you.

Monday, September 23, 2013 - Sunday, September 29, 2013						Sunday, September 29, 2013 - Saturday, October 05, 2013				
23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun	30 Mon	1 Tue	2 Wed	3 Thu
8:00a	8:01a	8:03a	8:02a	7:59a			8:00a	8:03a	8:00a	7:58a
11:54a	10:03a	11:57a	12:06p	9:57a			11:00a	10:07a	11:03a	11:58a
12:00p	10:14a	12:16p	12:28p	10:10a			11:18a	10:25a	11:10a	12:12p
3:04p	1:17p	3:17p	3:26p	2:11p			2:23p	1:21p	1:13p	4:12p
3:24p							2:40p		1:31p	4:33p
7:20p							5:37p		4:27p	6:38p

This section is the time card time line. It is laid out so that each day is contained in its own column, and each card or fob event is represented vertically in the column. "In" events are colored green, and "out" events are colored red. Let's take an example date:

30 Mon
8:00a
11:00a
11:18a
2:23p
2:40p
5:37p

In the example above, the employee clocked in at the following times: 8:00 AM, 11:18 AM, and 2:40 PM. The employee clocked out at the following times: 11:00 AM, 2:23 PM, and 5:37 PM.

Hours for selected date (9/30/13)	Hours for pay period (9/29/13 - 10/12/13)
Total hours clocked: 9.033	Total hours clocked: 72.998
Total hours worked (including breaks): 9.533	Total hours worked (including breaks): 75.749
Total hours regular: 8.000	Total hours regular: 70.183
Total hours overtime: 1.533	Total hours overtime: 5.566
Total hours overtime 2: 0.000	Total hours overtime 2: 0.000
Total Pay: \$185.39	Total Pay: \$1,413.57

This section summarizes the hours worked by the selected employee. Within this section, the left side

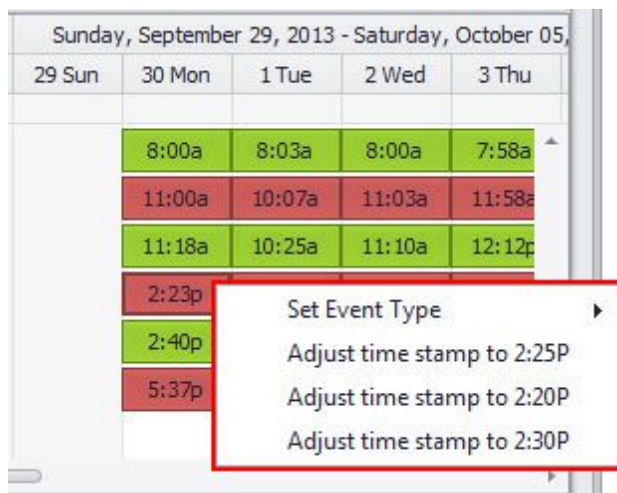
shows the hours for the selected date (the date that is highlighted in the time line), and the right side shows the hours for the entire pay period corresponding to the selected date. (Note: to select a particular date, simply click in the column corresponding to that date.) You will also see the total pay for the selected date and for the pay period.

Note that in order for the hours in this section, and the pay amount, to be accurate, you must have (a.) accurately completed the [Payroll Settings](#) in this application, and (b.) assigned an hourly pay rate to this employee via the [Employees](#) setup.

4.3.2 Making Adjustments

There are two ways in which you can adjust employees' time and attendance: adjustment of individual events, and adjustment of daily hours. In either case, adjustments are accomplished through the time line in the Time Cards section. When you adjust events, you are modifying a specific event's time (in other words, the time stamp associated with an employee waving their security card or fob in front of the RFID reader). When you adjust daily hours, you are telling Time and Attendance Manager to **ignore** the card/fob events for that day, and to calculate hours and payroll based upon the number of hours you enter manually.

To adjust a specific employee card/fob event, right-click on the particular event you wish to adjust. You will be presented with a menu similar to the following:



This menu will allow you to adjust the time stamp to the nearest 5 minutes, the nearest 10 minutes, or the nearest 15 minutes. In cases where the rounding overlaps (for example, rounding to the nearest 5 minutes produces the same time stamp as rounding to the nearest 10 minutes), only one or two adjustment options will be presented.

Also in this menu, you can change the event type from In to Out, or from Out to In. This should not normally be necessary.

If you have previously adjusted an event, right-clicking on that same event will give you the option to reset the event back to its default value.

To adjust an employee's daily hours, right-click in the empty space in the column for the date you wish to adjust:

Monday, September 23, 2013 - Sunday, September 29, 2013						Sunday, September 29, 2013 - Saturday, October 05, 2013				
23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun	30 Mon	1 Tue	2 Wed	3 Thu
8:00a	8:01a	8:03a	8:02a	7:59a			8:00a	8:03a	8:00a	7:58a
11:54a	10:03a	11:57a	12:06p	9:57a			11:00a	10:07a	11:03a	11:58a
12:00p	10:14a	12:16p					11:18a	10:25a	11:10a	12:12p
3:04p	1:17p	3:17p					2:23p	1:21p	1:13p	4:12p
3:24p							2:40p		1:31p	4:33p
7:20p							5:37p		4:27p	6:38p

Right-click in the column's empty space in order to bring up the daily adjustment options

This will bring up a menu like the following:

Sunday, September 29, 2013 - Saturday, October 05, 2013				
29 Sun	30 Mon	1 Tue	2 Wed	3 Thu
8:00a	8:03a	8:00a	7:58a	
11:00a	10:07a	11:03a	11:58a	
11:18a	10:25a	11:10a	12:12p	
2:23p	1:21p	1:13p	4:12p	
2:40p		1:31p	4:33p	
5:37p		4:27p	6:38p	

Go to Today

Reset all events for 9/30/13

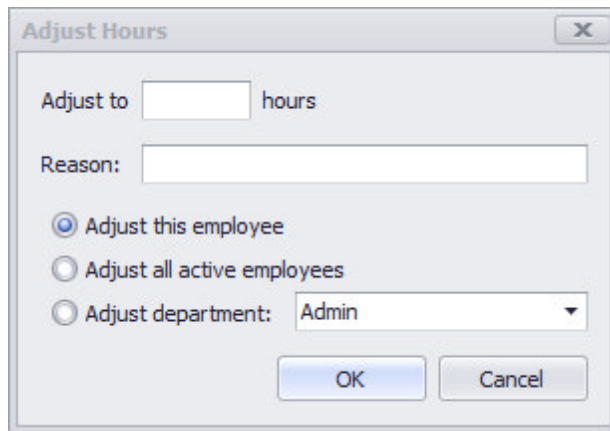
Adjust daily hours for 9/30/13...

Clear adjusted daily hours for 9/30/13

The options available via right-click are as follows (note that the first two options are not related to adjusting daily time, while the second two options are related to adjusting daily time):

- **Go To Today:** This allows you to navigate in the time line back to the current date.
- **Reset All Events for [date]:** This allows you to reset all of the (card/fob) events for the selected date to their original values.
- **Adjust daily hours for [date]:** Clicking on this option will bring up the Adjust Hours window (see below).
- **Clear adjusted daily hours for [date]:** This allows you to remove the hours adjustment for this employee for the selected date. Hours will again be calculated based upon card or fob in/out events.

The Adjust Hours window appears as follows:

A screenshot of a software dialog box titled "Adjust Hours". It features a close button (X) in the top right corner. The dialog contains a text input field labeled "Adjust to" followed by the word "hours". Below this is a text input field labeled "Reason:". There are three radio button options: "Adjust this employee" (which is selected), "Adjust all active employees", and "Adjust department:". The "Adjust department:" option is followed by a dropdown menu currently showing "Admin". At the bottom of the dialog are two buttons: "OK" and "Cancel".

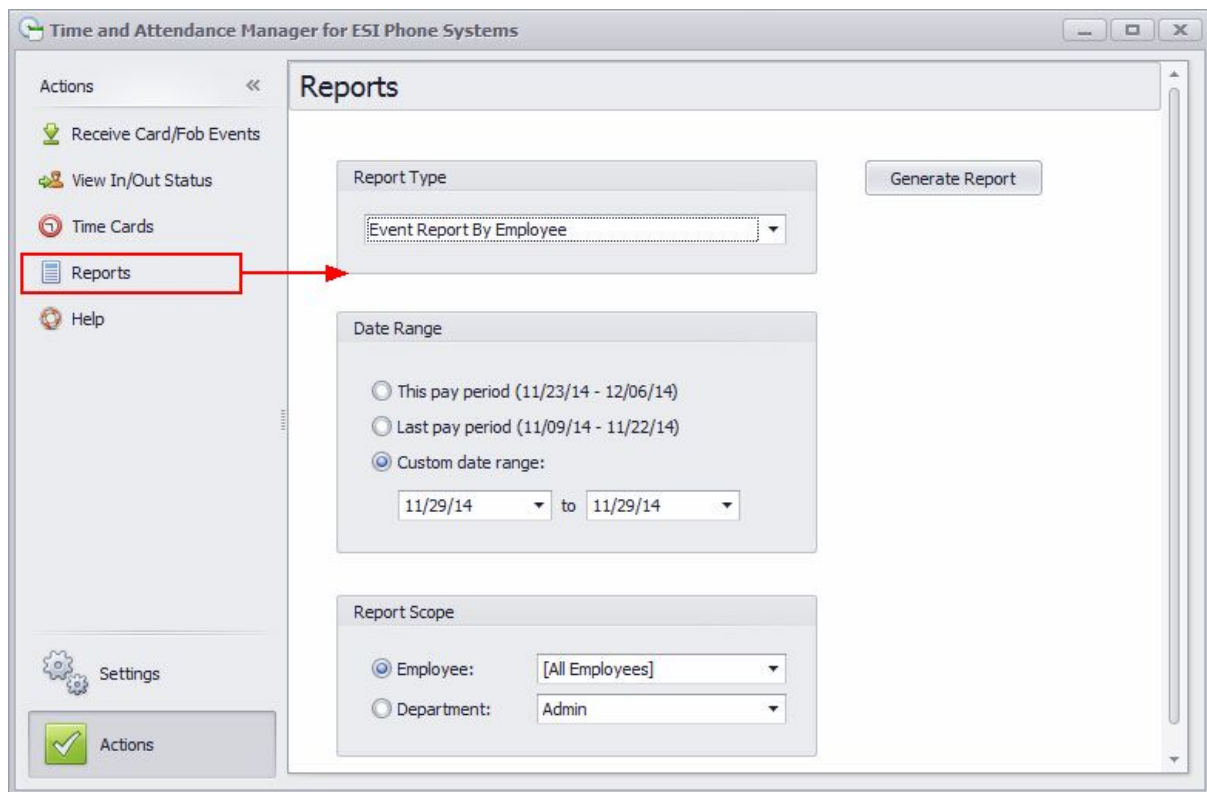
In the **Adjust to** field, enter the number of hours to which you wish to adjust the employee for the date you selected.

In the **Reason** field, enter the (optional) reason for the adjustment. For example, "Forgot to clock out", "Holiday", etc.

Choose whether to **Adjust this employee**, **Adjust all active employees**, or **Adjust department**. Use caution when applying an adjustment to multiple employees; if you need to remove an adjustment, there is no mechanism to do it for a group of employees (it would need to be removed manually for each employee).

4.4 Reports

The Reports screen appears as follows:



There are a number of reports available in Time and Attendance Manager. The following topics describe each report in detail.

4.4.1 Employee Report

There are two Employee reports available: Active Employees, and All Employees. When choosing this report type, the Date Range and Report Scope sections will be disabled, as no additional parameters are required to run these reports. Here is an example of the Employee report:

Employees							
ABC Company, 123 E. Main St., Anytown, MO 54321; (555) 555-1212						Company ID: ABC-1947625	
Last Name	First Name	Employee ID	Card/Fob #	Department	Hourly \$	Notes	Active
Cullens	Kyla	KC748956	4509838872	Tech Support	22		True
Gaines	Louise	LG992785	4509838876	Tech Support	22.75		True
Harmon	Sondra	SH927746	4509838867	Admin	27.50		True
Hart	Antonio	AH549375	4509838875	Tech Support	18		True
Hasson	Frank	FH934900	4509838873	Tech Support	20		True
Hutchins	Raylene	RH582090	4509838871	Admin	25		True
Maurer	Andrea	AM236751	4509838869	Sales	31.00		True
Newcomb	Gary	GN900934	4509838870	Sales	26.50		True
Ridenour	Terrance	TR023156	4509838874	Tech Support	21.50		True
Smith	John	JS355297	4509838868	Admin	24.25		True
Employee Count 10							
Page 1 of 1							

These fields correspond directly to the fields in the Employees setup screen:

The screenshot displays the 'Time and Attendance Manager for ESI Phone Systems' interface. On the left, a sidebar contains a 'Settings' section with icons for 'Company', 'Employees', 'Departments', 'Payroll', and 'Miscellaneous'. The 'Employees' icon is highlighted with a red box, and a red arrow points from it to the 'Edit Employee' form. The main window is titled 'Employees' and contains two forms: 'Add New Employee' and 'Edit Employee'. The 'Edit Employee' form is highlighted with a red border and contains the following fields:

- Navigation: 'Prev' button, a dropdown menu showing 'Andrea Maurer', and a 'Next' button.
- Buttons: 'Remove Employee' button with a red 'X' icon.
- Form Fields:
 - 'First Name: Andrea' and 'Last Name: Maurer'.
 - 'Employee ID: AM236751' and 'Department: Sales' (dropdown).
 - 'Card/Fob #: 4509838869' and 'Hourly Rate: \$ 31.00'.
 - 'Notes:' with a large text area.
 - 'Employee Is Active' checkbox, which is checked.

At the bottom of the window, there are 'Save Changes' and 'Discard Changes' buttons.

By default, the Employee report is sorted by employee last name. By clicking on any column header, you can sort by that column:

Employees

ABC Company, 123 E. Main St., Anytown Company ID: ABC-1947625

Last Name	First Name	Employee ID	Card/Fob #	Department	Hourly \$	Notes	Active
Maurer	Andrea	AM236751	4509838869	Sales	31.00		True
Hart	Antonio	AH549375	4509838875	Tech Support	18		True
Hasson	Frank	FH934900	4509838873	Tech Support	20		True
Newcomb	Gary	GN900934	4509838870	Sales	26.50		True
Smith	John	JS355297	4509838868	Admin	24.25		True
Cullens	Kyla	KC748956	4509838872	Tech Support	22		True
Gaines	Louise	LG992785	4509838876	Tech Support	22.75		True
Hutchins	Raylene	RH582090	4509838871	Admin	25		True
Harmon	Sondra	SH927746	4509838867	Admin	27.50		True
Ridenour	Terrance	RD331166	4509838874	Tech Support	21.50		True

Employee Count 10

Click a column header...
...to sort by that column

4.4.2 Event Report By Employee

The Event Report By Employee produces a list of all card/fob events for the date range and scope you specify, grouped by individual employee and date. When choosing this report, you must also choose a Date Range and a Report Scope:

Date Range

☐ This pay period (10/27/13 - 11/09/13)
☐ Last pay period (10/13/13 - 10/26/13)
☒ Custom date range:
 11/1/2013 to 11/1/2013

The Date Range can be the current pay period, the prior pay period, or a custom date range you specify. Note that the current and prior pay periods are calculated based upon the settings you specify in [Payroll Settings](#).

Report Scope

☒ Employee: [All Employees]
☐ Department: Admin

The Report Scope allows you to choose which employee or employees on which to report. You may choose either a specific employee, all employees, or a department of employees.

The following is an example page of an Event Report By Employee:

Event Report By Employee

10/13/2013 - 10/26/2013

ABC Company, 123 E. Main St, Anytown, MO 54321; (555) 555-1212 Company ID: ABC-1947625

Employee: Andrea Maurer Card/Fob Number:
4509838869

Date: 10/14/2013

Time	In/Out	Hours Clocked	Reader Ext.	Original Time	Original Event Type
8:01 AM	In		210		
11:06 AM	Out	3.083	211		
11:28 AM	In		212		
2:22 PM	Out	2.900	210		
2:44 PM	In		212		
5:39 PM	Out	2.917	211		
Hours clocked for date 10/14/13: 8.900					

Date: 10/15/2013

Time	In/Out	Hours Clocked	Reader Ext.	Original Time	Original Event Type
8:01 AM	In		212		
10:57 AM	Out	2.933	212		
11:14 AM	In		212		
2:19 PM	Out	3.083	211		
Hours clocked for date 10/15/13: 6.017					

Date: 10/16/2013

Time	In/Out	Hours Clocked	Reader Ext.	Original Time	Original Event Type
7:59 AM	In		210		
10:56 AM	Out	2.950	212		
11:16 AM	In		212		
3:17 PM	Out	4.017	211		
3:23 PM	In		211		
7:22 PM	Out	3.983	211		
Hours clocked for date 10/16/13: 10.950					

Date: 10/17/2013

Time	In/Out	Hours Clocked	Reader Ext.	Original Time	Original Event Type
7:58 AM	In		211		
12:01 PM	Out	4.050	211		
12:06 PM	In		211		
4:04 PM	Out	3.967	210		
4:20 PM	In		212		
7:19 PM	Out	2.983	210		

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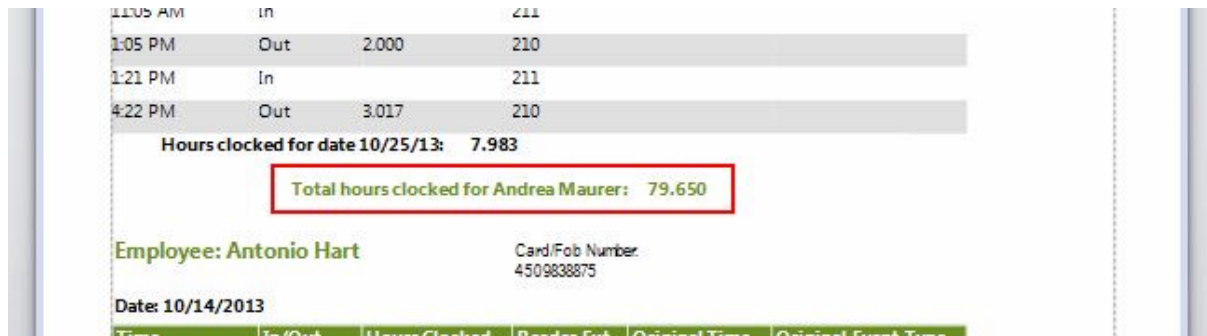
For each event, the following information is included:

- **Time:** the time that the employee waved his or her card/fob in front of an RFID reader.
- **In/Out:** whether the employee clocked in or out.

- **Hours Clocked:** The number of hours between each In event and its corresponding Out event.
- **Reader Ext.:** The extension number of the RFID reader that registered the event.
- **Original Time:** If the event time has been modified, the original time of the event.
- **Original Event Type:** If the event type has been modified, the original event type (Out or In).

Note that this report does **not** calculate break periods or payroll. As it is strictly an event report, it also does not factor in any daily hour adjustments that may have been made by an administrator.

At the end of each employee section of the report, a total number of clocked-in hours is shown:



The screenshot displays a report interface with a table of clocked-in events. The table has columns for Time, In/Out, Hours Clocked, Reader Ext., Original Time, and Original Event Type. The data shows two events: one from 11:05 AM to 1:05 PM (2.000 hours) and another from 1:21 PM to 4:22 PM (3.017 hours). Below the table, it states 'Hours clocked for date 10/25/13: 7.983'. A red box highlights the total hours for the employee: 'Total hours clocked for Andrea Maurer: 79.650'. Below this, the employee's name 'Employee: Antonio Hart' and 'Card/Fob Number: 4509838875' are listed, followed by the date 'Date: 10/14/2013'. At the bottom, a green header bar contains the column names for the table.

Time	In/Out	Hours Clocked	Reader Ext.	Original Time	Original Event Type
11:05 AM	In		211		
1:05 PM	Out	2.000	210		
1:21 PM	In		211		
4:22 PM	Out	3.017	210		

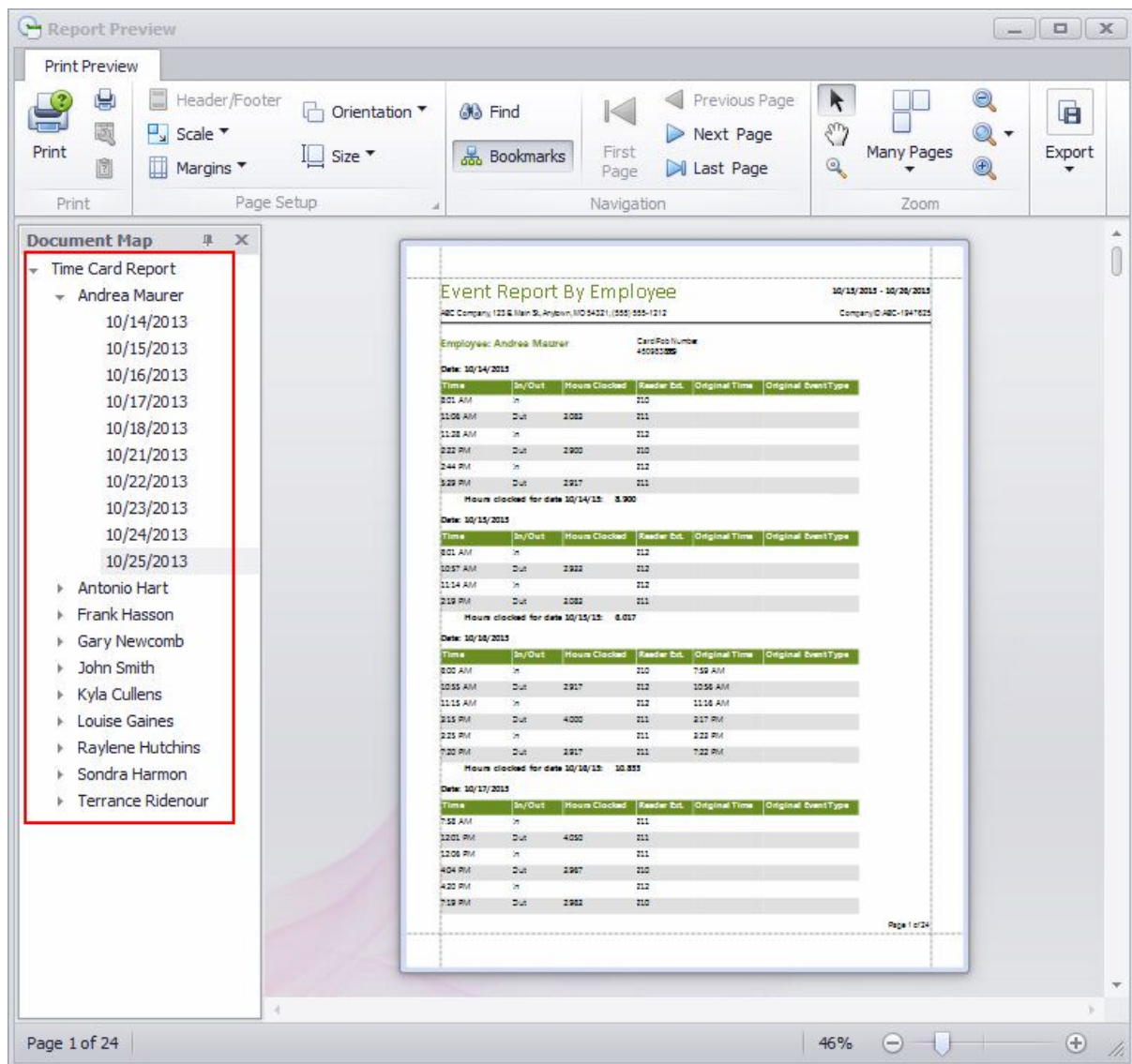
Hours clocked for date 10/25/13: 7.983

Total hours clocked for Andrea Maurer: 79.650

Employee: Antonio Hart Card/Fob Number: 4509838875

Date: 10/14/2013

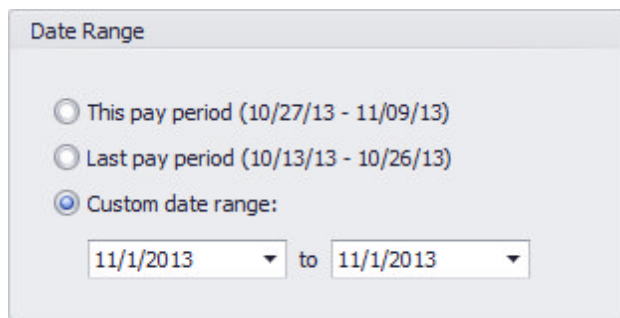
This report also features a series of bookmarks to help you quickly navigate to a specific employee, or date for that employee:



Clicking on an employee name or date will take you to the corresponding section of the report.

4.4.3 Event Report By Reader

The Event Report By Reader produces a list of all card/fob events for the date range and scope you specify, grouped by individual RFID (Presence Management) reader extension and date. When choosing this report, you must also choose a Date Range:



The image shows a 'Date Range' dialog box with three radio button options. The first option is 'This pay period (10/27/13 - 11/09/13)', the second is 'Last pay period (10/13/13 - 10/26/13)', and the third, which is selected, is 'Custom date range:'. Below the 'Custom date range' option, there are two date pickers separated by the word 'to'. Both date pickers are set to '11/1/2013'.

The Date Range can be the current pay period, the prior pay period, or a custom date range you specify. Note that the current and prior pay periods are calculated based upon the settings you specify in [Payroll Settings](#).

The following is an example page of an Event Report By Reader:

Event Report By Reader

10/13/2013 - 10/26/2013

ABC Company, 123 E. Main St., Anytown, MO 54321; (555) 555-1212

Company ID: ABC-1947625

Reader Extension: 210

Date: 10/14/2013

Time	Card/Fob Number	Employee Name	In/Out
7:58 AM	4509838873	Frank Hasson	In
7:59 AM	4509838871	Raylene Hutchins	In
8:01 AM	4509838869	Andrea Maurer	In
8:01 AM	4509838875	Antonio Hart	In
10:10 AM	4509838875	Antonio Hart	In
10:55 AM	4509838871	Raylene Hutchins	Out
11:03 AM	4509838872	Kyla Cullens	Out
11:11 AM	4509838871	Raylene Hutchins	In
12:07 PM	4509838874	Terrance Ridenour	In
12:18 PM	4509838876	Louise Gaines	In
2:22 PM	4509838869	Andrea Maurer	Out
2:27 PM	4509838872	Kyla Cullens	Out
3:08 PM	4509838873	Frank Hasson	Out
3:25 PM	4509838870	Gary Newcomb	In
4:12 PM	4509838876	Louise Gaines	Out
8:27 PM	4509838876	Louise Gaines	Out

Number of events: 16

Date: 10/15/2013

Time	Card/Fob Number	Employee Name	In/Out
8:00 AM	4509838870	Gary Newcomb	In
8:02 AM	4509838873	Frank Hasson	In
8:03 AM	4509838874	Terrance Ridenour	In
9:57 AM	4509838875	Antonio Hart	Out
10:05 AM	4509838875	Antonio Hart	In
10:16 AM	4509838870	Gary Newcomb	In
11:03 AM	4509838873	Frank Hasson	Out
11:03 AM	4509838874	Terrance Ridenour	Out
12:06 PM	4509838868	John Smith	Out
1:09 PM	4509838867	Sondra Harmon	Out
1:25 PM	4509838872	Kyla Cullens	Out
2:10 PM	4509838876	Louise Gaines	Out

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Note that if the Web-based Time Clock is active (see [Miscellaneous Settings](#)), the Reader extension will show as 999.

For each event, the following information is included:

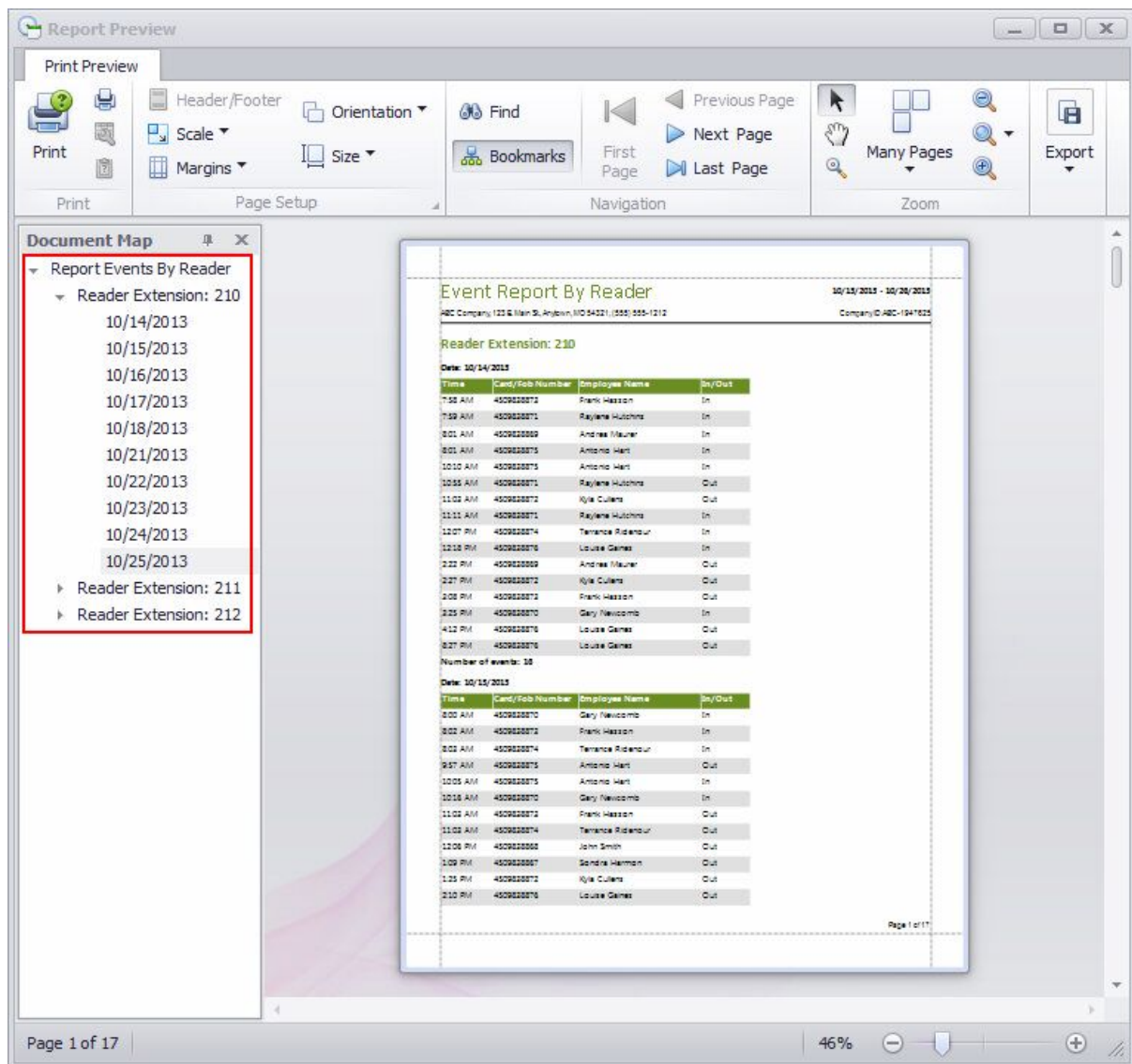
- **Time:** the time that the employee waved his or her card/fob in front of an RFID reader.
- **Card/Fob Number:** the card or fob number of the recorded event.
- **Employee Name:** The employee associated with the card or fob number (specified in [Employees](#) settings)
- **In/Out:** whether the employee clocked in or out.

Note that, as this report is intended to be a factual record of events that took place on the system, this report shows each event as originally recorded and does **not** reflect any adjustments that may have subsequently been made by an administrator.

At the end of each date, the total number of events is shown for that reader for that date. At the end of each reader extension section, the total number of events for that reader for all reported dates is shown:

3:37 PM	4509838870	Gary Newcomb	Out
4:11 PM	4509838874	Terrance Ridenour	Out
4:22 PM	4509838869	Andrea Maurer	Out
4:25 PM	4509838874	Terrance Ridenour	In
5:17 PM	4509838876	Louise Gaines	Out
7:28 PM	4509838874	Terrance Ridenour	Out
Number of events: 18			
Total number of events for this reader: 172			
Reader Extension: 211			
Date: 10/14/2013			
Time	Card/Fob Number	Employee Name	In/Out
7:59 AM	4509838868	John Smith	In

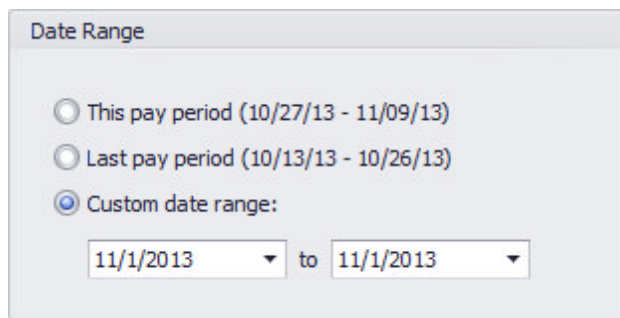
This report also features a series of bookmarks to help you quickly navigate to a specific RFID reader extension, or date for that reader:



Clicking on a reader name or date will take you to the corresponding section of the report.

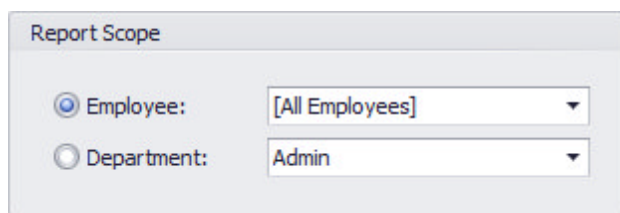
4.4.4 Payroll Report

The Payroll Report produces a list of employee hours worked and pay for the date range and scope you specify, grouped by individual employee and sorted by date. When choosing this report, you must also choose a Date Range and a Report Scope:



The Date Range dialog box contains three radio button options. The first option is 'This pay period (10/27/13 - 11/09/13)'. The second option is 'Last pay period (10/13/13 - 10/26/13)'. The third option is 'Custom date range:', which is currently selected. Below this option are two date input fields separated by the word 'to'. The first field contains '11/1/2013' and the second field contains '11/1/2013'. Both fields have a small downward arrow on the right side, indicating they are dropdown menus.

The Date Range can be the current pay period, the prior pay period, or a custom date range you specify. Note that the current and prior pay periods are calculated based upon the settings you specify in [Payroll Settings](#).



The Report Scope dialog box contains two radio button options. The first option is 'Employee:', which is currently selected. To its right is a dropdown menu showing '[All Employees]'. The second option is 'Department:', which is not selected. To its right is a dropdown menu showing 'Admin'.

The Report Scope allows you to choose which employee or employees on which to report. You can choose either a specific employee, all employees, or a department of employees.

The following is an example page of a Payroll Report:

Payroll Report							
ABC Company, 123 E. Main St., Anytown, MO 54321; (555) 555-1212				10/13/2013 - 10/26/2013			
Employee Name: Andrea Maurer				Pay Rate: \$31.00/hr.		Employee ID: AM236751	
Date	Clock Hrs.	Break Hrs.	Paid Hrs.	Reg Hrs.	OT Hrs.	OT 2 Hrs.	Gross Pay
10/14/13 Monday	8.900	0.500	9.400	8.000	1.400	0.000	\$313.10
10/15/13 Tuesday	6.017	0.250	6.267	6.267	0.000	0.000	\$194.28
10/16/13 Wednesday	10.833	0.500	11.333	8.000	3.333	0.000	\$402.98
10/17/13 Thursday	11.000	0.350	11.350	8.000	3.350	0.000	\$403.78
10/18/13 Friday	6.067	0.200	6.267	1.650	4.617	0.000	\$265.84
10/21/13 Monday	7.850	0.283	8.133	8.000	0.133	0.000	\$254.18
10/22/13 Tuesday	5.967	0.133	6.100	6.100	0.000	0.000	\$189.10
10/23/13 Wednesday	7.017	0.250	7.267	7.267	0.000	0.000	\$225.28
10/24/13 Thursday	8.017	0.467	8.483	8.000	0.483	0.000	\$270.46
10/25/13 Friday	7.983	0.400	8.383	8.000	0.383	0.000	\$265.81
Totals:	79.651	3.333	82.983	69.284	13.699	0.000	\$2,784.80
Employee Name: Antonio Hart				Pay Rate: \$18.00/hr.		Employee ID: AH549375	
Date	Clock Hrs.	Break Hrs.	Paid Hrs.	Reg Hrs.	OT Hrs.	OT 2 Hrs.	Gross Pay
10/14/13 Monday	5.067	0.083	5.150	5.150	0.000	0.000	\$92.70
10/15/13 Tuesday	3.950	0.133	4.083	4.083	0.000	0.000	\$73.49
10/16/13 Wednesday	4.967	0.167	5.133	5.133	0.000	0.000	\$92.39
10/17/13 Thursday	5.967	0.250	6.217	6.217	0.000	0.000	\$111.91
10/18/13 Friday	6.000	0.150	6.150	6.150	0.000	0.000	\$110.70
10/21/13 Monday	8.983	0.500	9.483	8.000	1.483	0.000	\$184.04
10/22/13 Tuesday	8.117	0.350	8.467	8.000	0.467	0.000	\$156.61
10/23/13 Wednesday	8.983	0.383	9.367	8.000	1.367	0.000	\$180.91
10/24/13 Thursday	7.967	0.100	8.067	8.000	0.067	0.000	\$145.81
10/25/13 Friday	5.917	0.133	6.050	4.617	1.433	0.000	\$121.80
Totals:	65.918	2.249	68.167	63.350	4.817	0.000	\$1,270.36
Employee Name: Frank Hasson				Pay Rate: \$20.00/hr.		Employee ID: FH934900	
Date	Clock Hrs.	Break Hrs.	Paid Hrs.	Reg Hrs.	OT Hrs.	OT 2 Hrs.	Gross Pay
10/14/13 Monday	7.017	0.150	7.167	7.167	0.000	0.000	\$143.34
10/15/13 Tuesday	6.967	0.250	7.217	7.217	0.000	0.000	\$144.34
10/16/13 Wednesday	7.050	0.100	7.150	7.150	0.000	0.000	\$143.00
10/17/13 Thursday	7.883	0.200	8.083	8.000	0.083	0.000	\$162.49

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For each employee, the following information is given for each date worked:

- **Clock Hours:** The cumulative number of hours between each In event and its corresponding Out event for the day.

- **Break Hours:** Number of clocked-out break hours calculated according to the rules specified in [Payroll Settings](#), in the Paid Breaks section.
- **Paid Hours:** Total hours for which the employee should be paid. It equals the sum of the two prior columns (Clock Hours + Break Hours). It is also the sum of Regular Hours + OT Hours + OT 2 Hours. The exception to this would be if a daily hours adjustment has been manually entered for this employee. In this case, this value will be outlined with a black box to indicate that an adjustment has been made.
- **Regular Hours:** The employee's regular hours for this date as calculated according to the rules in Payroll Settings.
- **OT Hours:** The employee's overtime hours for this date as calculated according to the rules in Payroll Settings.
- **OT 2 Hours:** The employee's overtime 2 hours for this date as calculated according to the rules in Payroll Settings.
- **Gross Pay:** The employee's gross pay for hours worked as calculated according to the rules in Payroll Settings

Note that, in order for the Payroll Report to be accurate, you must have accurately entered the required information in [Payroll Settings](#), as well as entered an hourly pay rate for each employee in the [Employees](#) settings. Note also that the Payroll Report is intended to be used as an **aid** in the preparation of payroll. It should always be checked for accuracy.

At the end of each employee section of the report, totals for that employee are calculated for all dates included in the report:

Employee Name: Andrea Maurer				Pay Rate: \$31.00/hr.			Employee ID: AM236751
Date	Clock Hrs.	Break Hrs.	Paid Hrs.	Reg Hrs.	OT Hrs.	OT 2 Hrs.	Gross Pay
10/14/13 Monday	8.900	0.500	9.400	8.000	1.400	0.000	\$313.10
10/15/13 Tuesday	6.017	0.250	6.267	6.267	0.000	0.000	\$194.28
10/16/13 Wednesday	10.833	0.500	11.333	8.000	3.333	0.000	\$402.98
10/17/13 Thursday	11.000	0.350	11.350	8.000	3.350	0.000	\$403.78
10/18/13 Friday	6.067	0.200	6.267	1.650	4.617	0.000	\$265.84
10/21/13 Monday	7.850	0.283	8.133	8.000	0.133	0.000	\$254.18
10/22/13 Tuesday	5.967	0.133	6.100	6.100	0.000	0.000	\$189.10
10/23/13 Wednesday	7.017	0.250	7.267	7.267	0.000	0.000	\$225.28
10/24/13 Thursday	8.017	0.467	8.483	8.000	0.483	0.000	\$270.46
10/25/13 Friday	7.983	0.400	8.383	8.000	0.383	0.000	\$265.81
Totals:	79.651	3.333	82.983	69.284	13.699	0.000	\$2,784.80

At the end of the report, grand totals are presented for all employees:

10/17/13 Thursday	10.033	0.500	10.533	8.000	2.533	0.000	\$324.49
10/18/13 Friday	5.983	0.133	6.117	6.117	0.000	0.000	\$168.22
10/21/13 Monday	10.983	0.500	11.483	8.000	3.483	0.000	\$363.67
10/22/13 Tuesday	8.017	0.267	8.283	8.000	0.283	0.000	\$231.67
10/23/13 Wednesday	6.883	0.250	7.133	7.133	0.000	0.000	\$196.16
10/24/13 Thursday	8.033	0.267	8.300	8.000	0.300	0.000	\$232.38
10/25/13 Friday	5.917	0.083	6.000	4.800	1.200	0.000	\$181.50
Totals:	74.716	2.567	77.282	69.483	7.799	0.000	\$2,232.49
Grand Totals:	662.149	27.479	689.634	615.416	73.149	1.067	\$17,669.43

This report also features a series of bookmarks to help you quickly navigate to a specific employee:

Report Preview

Print Preview

Print, Header/Footer, Orientation, Scale, Margins, Size, Find, Bookmarks, First Page, Zoom, Export

Document Map

- Payroll Report
 - Andrea Maurer
 - Antonio Hart
 - Frank Hasson
 - Gary Newcomb
 - John Smith
 - Kyla Cullens
 - Louise Gaines
 - Raylene Hutchins
 - Sondra Harmon
 - Terrance Ridenour

Payroll Report 10/14/2013 - 10/17/2013
ABC Company, 123 E. Main St., Dayton, OH 45401-9999-9912 Company ID: ABC-98765

Employee Name: Andrea Maurer Pay Rate: \$22.00/hr Employee ID: 1000079

Date	Clock Hrs.	Break Hrs.	Paid Hrs.	Reg Hrs.	OT Hrs.	OT 2 Hrs.	Gross Pay
10/14/13 Monday	8:00	0:30	7:30	8:00	1:30	0:00	\$141.00
10/15/13 Tuesday	6:07	0:20	5:47	5:47	0:00	0:00	\$124.34
10/16/13 Wednesday	10:59	0:30	10:29	8:00	2:29	0:00	\$160.96
10/17/13 Thursday	11:00	0:30	10:30	8:00	2:30	0:00	\$160.70
10/14/13 Pay	6:07	0:30	5:37	5:37	1:30	0:00	\$124.34
10/21/13 Monday	7:40	0:30	7:10	8:00	1:10	0:00	\$125.40
10/22/13 Tuesday	5:47	0:30	5:17	5:17	0:00	0:00	\$114.90
10/23/13 Wednesday	7:07	0:20	6:47	6:47	0:00	0:00	\$122.38
10/24/13 Thursday	6:07	0:40	5:27	5:27	0:00	0:00	\$117.06
10/25/13 Friday	7:49	0:30	7:19	6:00	1:19	0:00	\$126.61
Totals:	74.716	2.567	72.149	69.483	7.799	0.000	\$2,232.49

Employee Name: Antonio Hart Pay Rate: \$18.00/hr Employee ID: 1000070

Date	Clock Hrs.	Break Hrs.	Paid Hrs.	Reg Hrs.	OT Hrs.	OT 2 Hrs.	Gross Pay
10/14/13 Monday	5:07	0:30	4:37	4:37	0:00	0:00	\$82.70
10/15/13 Tuesday	2:50	0:30	2:20	2:20	0:00	0:00	\$39.60
10/16/13 Wednesday	4:47	0:30	4:17	4:17	0:00	0:00	\$75.06
10/17/13 Thursday	5:47	0:30	5:17	5:17	0:00	0:00	\$93.06
10/14/13 Pay	6:00	0:30	5:30	5:30	0:00	0:00	\$97.00
10/21/13 Monday	6:49	0:30	6:19	6:00	1:19	0:00	\$114.00
10/22/13 Tuesday	6:17	0:30	5:47	5:00	0:47	0:00	\$93.60
10/23/13 Wednesday	6:49	0:30	6:19	6:00	1:19	0:00	\$114.00
10/24/13 Thursday	7:47	0:30	7:17	6:00	1:17	0:00	\$114.00
10/25/13 Friday	5:47	0:30	5:17	5:00	0:17	0:00	\$93.06
Totals:	49.00	2:00	47.00	47.00	3:07	0:00	\$1,226.38

Employee Name: Frank Hasson Pay Rate: \$22.00/hr Employee ID: 1000082

Date	Clock Hrs.	Break Hrs.	Paid Hrs.	Reg Hrs.	OT Hrs.	OT 2 Hrs.	Gross Pay
10/14/13 Monday	7:07	0:30	6:37	6:37	0:00	0:00	\$142.14
10/15/13 Tuesday	6:47	0:30	6:17	6:17	0:00	0:00	\$135.74
10/16/13 Wednesday	7:50	0:30	7:20	7:20	0:00	0:00	\$158.00
10/17/13 Thursday	7:49	0:30	7:19	7:19	0:00	0:00	\$158.38

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Clicking on an employee name will take you to the corresponding section of the report.

4.4.5 Unassigned Cards/Fobs


The Unassigned Cards/Fobs report gives a list of all security card or fob numbers that are not assigned to any employee, but for which in/out events have been retrieved from the phone system. When choosing this report type, the Date Range and Report Scope sections will be disabled, as no additional parameters are required to run this report. Here is an example of the Unassigned Cards/Fobs report:

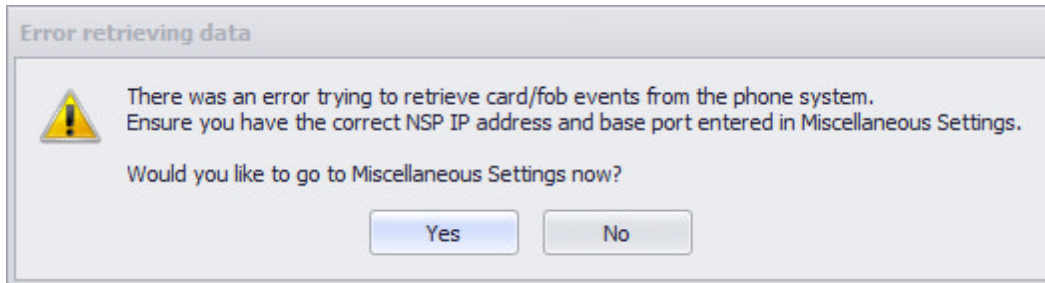
Unassigned Cards/Fobs	
ABC Company, 123 E. Main St., Anytown, MO 64321; (555) 555-1212	
Company ID: ABC-1947625	
Card/Fob Number	
4509838867	
4509838871	
4509838874	

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5 Troubleshooting

5.1 Error receiving card/fob events

If you attempt to receive card/fob events via the  [Receive Card/Fob Events](#) link and get the following error:

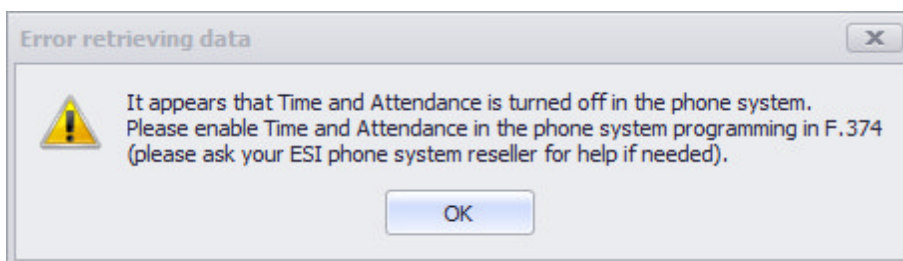


Please attend to the following items:

(1) Ensure that you have the correct IP address entered in [Miscellaneous Settings](#), in the Phone System Communication section. The **IP Address** field must be set to the IP address of the NSP (Network Services Processor) on your ESI phone system; this is specified in ESI phone system programming as the "NSP Private IP Address" in Installer Function 824. The **Base Port** field also must match the setting in the ESI system programming Installer Function 821, "Base UDP Port".

(2) If there is an active firewall on your PC, ensure that UDP ports 59005, 59091, and 59094 are unblocked. If the Base UDP Port setting in ESI phone system programming function 821 is not set to 59, these port numbers will be different; in that case, you will need to unblock UDP ports xx005, xx091, and xx094, where xx is the Base UDP Port.

If you attempt to receive card/fob events via the  [Receive Card/Fob Events](#) link and get the following error:

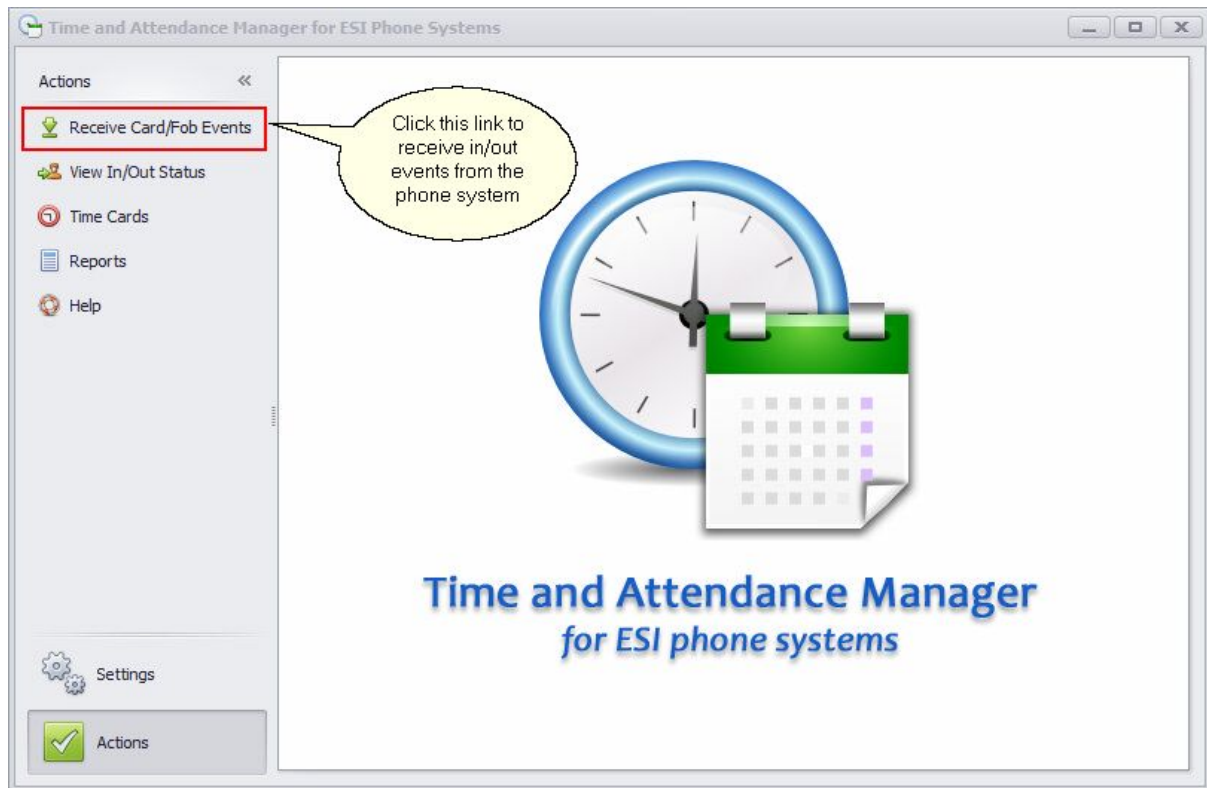


Please ensure that you have enabled Time and Attendance in the phone system programming, Function 374.

5.2 Missing events or wrong time stamp

If you are missing card/fob events in the Time Cards time line view or in reports, ensure you have done the following:

(1) Receive events via the  [Receive Card/Fob Events](#) link:



(2) Ensure that the date and time are correct on your ESI phone system; all card/fob events are set using the phone system date/time. The date and time can be set via Administrator or Installer Function 141 in ESI phone system programming.

(3) If you have the Web-based Time Clock active, ensure that the PC on which Time & Attendance Manager is installed has the correct time set. The Web-based time clock pulls its time stamps from the PC time as a user is clocking in or out.