



CS TimeClock

SmoothPay provides built-in support for the superb *CapeSoft (CS) TimeClock* series of time and attendance capture devices, featuring direct communication with the clock over your network, as well as import from USB export files generated by the clock.



Model 3370

No more keying-in timesheet data manually - SmoothPay talks directly to CS Time-Clocks and imports the time entries in a matter of seconds.

Model 3370 (shown) prevents buddy clocking with biometric technology. Employees can clock using their fingerprint and/or a proximity card and/or a PIN.

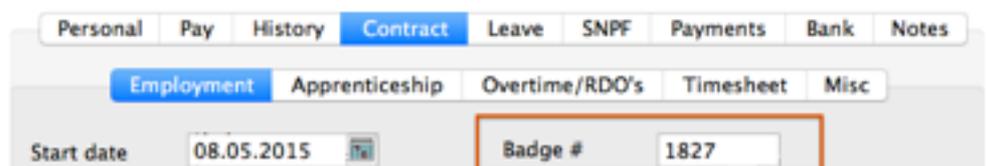
SmoothPay also provides support for *TNA 5 Time & Attendance software* if more advanced control of attendance data is required.

This step-by-step guide shows you how to use SmoothPay's built-in CS TimeClock time import utility. It does not cover the setup of your timeclock or its attachment to your network, or how to save a time file from a timeclock to a USB device - please refer to the *CS TimeClock Quick Start Manual*, or contact our help desk if you require assistance.

Employee clock numbers

Each employee will be assigned a proximity card (as pictured) or a key fob, or will use fingerprint and/or a pin #. The employee (and card or other access) will be added (enrolled) on the timeclock.

*So that SmoothPay knows who each card represents, the **employee #** used on the clock needs to be entered as the employee's **Badge #**:*





NOTE: Employees may have more than one card issued (lost/found/spare card etc), so it is important that the **Employee #** used on the clock is entered as the employee's **badge number** in SmoothPay.

The time entries captured by the timeclock will now match an employee, and the CS TimeClock import utility will be able to process the time entries correctly.

CS TimeClock integration

Choose *File..Import..TimeClock..CS TimeClock*

Import CS TimeClock data

Data source

Direct from clock

IP Address 192.168.100.111 Clock Tools

Import data in this date/time period

From 1/ 9/2009 0:00 To 6/ 9/2009 23:59

Include all time entries (even if previously imported) Reset

Time and Attendance Rules

Use the time entries exactly as they occur

Use each employee's timesheet rules

Use global timesheet rules

Close OK

Data Source

Select the data source - it's much easier to import data directly from the timeclock if it's connected to your network, otherwise you need to save the timeclock data from the clock to a USB stick and import from that instead. This guide deals primarily with the direct network mode of operation.

IP Address: Set this to the clock's IP Address - you can use the Test option in Clock Tools to make sure your communications work OK.

Import data in this date/time period

The date and time range are set automatically to suit your usual pay cycle, however you can change these to suit any other range if you need to.

Include all time entries (even if previously imported): Tick this option if you've already imported the data once, but had to (purposely or accidentally) delete your imported pay input entries or you restored from a previous backup image. If left unticked, only entries that haven't previously been imported will be processed.

Reset: This option resets the date/time range to the default values established when the utility started.

Time and Attendance Rules

Direct timeclock access provides a set of basic, but effective, time and attendance rules based on timeclock entries, individual employee rules or configuration (global) rules.

Use the time entries exactly as they occur: Takes the raw time data from the clock and doesn't apply employee or global time-rounding rules.

Use each employee's timesheet rules: If an employee has timesheet rules enabled (*Staff..Contract..Timesheet*), then start/stop and time-rounding rules specified for that employee take effect - these are covered in more detail below.

Use global timesheet rules: *Configure..Timesheet* rules are used to apply start/stop and time-rounding rules to imported time entries.

Importing time entries

Choose **OK** to import and process time entries.



In all cases entries that are less than three minutes are ignored, as are entries that do not have a start or stop time, or entries that cannot be matched with an employee badge number.

If **meal break** rules are specified in *Configure..Timesheets*, then all entries that exceed the continuous work period will have meal-breaks deducted.

An audit report will be produced showing entries processed, the calculated elapsed time (after any rounding and meal-breaks that might need to be applied). Error/ignored entries are reported too with an appropriate message.



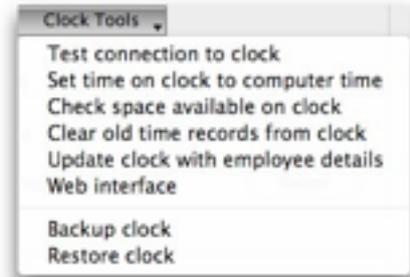
Time entries imported are ADDITIVE! This means that repeated imports of the same data will probably duplicate entries already imported. This is by design, as timeclock entries can be imported daily if you like leaving any previous entries in-place until you complete your payroll processing for the pay period.

If you wish to re-import all time entries for a particular period, simply clear all employees from the *Who to pay* screen, then re-import your (corrected) data.

Use the *Staff..Pay* pages to correct entries as needed.

Clock Tools

This menu provides a series of useful tools, and is only available when “*Direct from clock*” is selected:



| | |
|---|---|
| Test connection | Reports on connection status. <i>If there's a problem this will tell you what it is - none of the other operations will succeed if SmoothPay can't access the timeclock.</i> |
| Set time | Sets the clock's time to match the computer's time |
| Check space | Reports on memory usage on the clock |
| Clear old records | Removes time and leave records older than 6 weeks even if they have not been imported - this frees up memory in the clock for more entries - <i>the user is prompted to confirm the action.</i> |
| Update clock with employee details | Sets the employees' names in the clock for all matching badge numbers |
| Web interface | Opens your browser to the clock's web interface (<i>refer to the CS TimeClock Web Interface guide</i>) |
| Backup | Provides a quick way to backup the clock's database (<i>this is currently unavailable - please use the Web Interface or USB backup instead</i>) |
| Restore | Provides a quick way to backup the clock's database (<i>this is currently unavailable without technical assistance</i>) |
| Reboot | Restarts the timeclock remotely |

Global timesheet rules (and employee default timesheet rule values)

SmoothPay implements the concept of “*inheritance*”, where global configuration or code settings are used to set the default values for new employees, pay input records etc. When used correctly this greatly simplifies your work processes, otherwise you're faced with having to customise every entry rather than use common default values.

Choose *Configure..Timesheets* to establish global rounding rules (if you want/need to) - these also establish default rounding rule values for new employees:

Official start/stop times should be blank if not used - these typically only ever apply in office or retail environments where hours of work are controlled.

Clock in/out rounding rules provide for timeclock entries to be rounded by .1 hour (6 minutes) or .25 hour (15 minutes) in either direction - or not rounded at all.

Settings

General Bank Payslips Accounting Super Options Email **Timesheets**

Official (default) start and stop times for work (24-hour clock)

Official start 09:00
Official end 17:00

Clock-in/Clock-out rounding rules

Start rounding No rounding
End rounding No rounding

Meal-break rules (required only if employees do NOT clock out for meal breaks)

Meal break of 0.50 hours, every 4.00 hours of continuous service

OK

Meal-break rules can be implemented and will apply to all entries that contain continuous service exceeding the maximum specified. *Leave these blank if not used.*

Employee timesheet rules

The *Staff..Contract..Timesheet* page provides for specific time rounding rules per employee.

Personal Pay History **Contract** Leave SNPF Payments Bank Notes

Employment Apprenticeship Overtime/RDO's **Timesheet** Misc

Use time import rules?

Start rounding No rounding
Official start 0
End rounding No rounding
Official end 0

These rules only take effect if the *Use time import rules* option is ticked AND you choose to use those rules in the *CS TimeClock Import* utility screen.

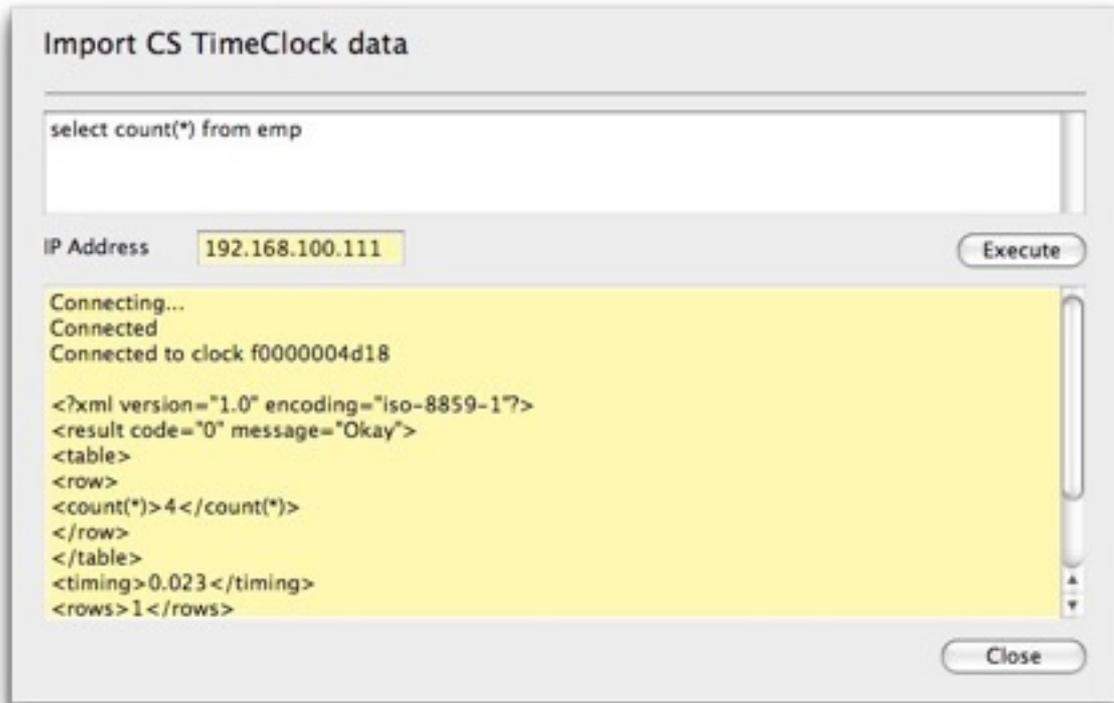
Command window

Our technical staff have access to a special Command window used to directly communicate commands to the timeclock should the need arise (though most common functions are available in the Clock Tools menu).

This is particularly useful where the CMU (*Clock Management Utility*) is not available (say on a Mac, or where the CMU has not been installed on a PC).

This permits tech staff to access, correct or control settings in the clock that would not normally be required by end-users.

Incorrect use of this utility may corrupt your timeclock to the extent it needs to be reset to factory settings.



Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.