

Time Station™

The Right Tool for the Job!



Benefits:

The time and attendance solution for small businesses. Includes 50 encoded employee badges, 2 supervisor badges, and a Time Station Terminal.

The Time Station is fully functional as a stand-alone terminal when connected directly to an 80 column printer.

Employee Clock In/Out Display:



- Employee name
- In/Out Punch
- Hours worked each day
- Total hours worked in the pay period

Features:

- 120 Employee Capacity
- Payroll Period:
 - Weekly
 - Bi-Weekly
 - Semi-Monthly
 - Monthly
- Twelve Shifts/Schedules
- Two Overtime Periods:
 - Daily Overtime
 - Weekly Overtime
- Edit Time Totals at the Terminal

Available Reports:

- Hours Summary
- Time Cards
- Who's In, Who's Out
- Employee Profiles
- Clock Rules

Product Specifications:

- Dimensions: 8.7 in. (23 cm) wide x 6.1 in. (16 cm) tall x 2.3 in. (6 cm) deep
- Shipping Weight: 4 lbs. (1.85 kg)

Time Station™ PC Interface

for Microsoft® Windows™

PC Interface Allows:

- Easy entry of employee data, clock, shift/schedule rules via the computer.
- Signal control will activate up to 24 signals. Each signal has a variable duration and may be set by the day of the week.
- Report screen allows you to select the following reports:
 - Hours Summary
 - Employee Profiles
 - Time Cards
 - Clock Rules
 - Who's In, Who's Out

Reports:



- The Time Station stores data for the previous and current pay period.
- All reports can be sorted by name, badge number, employee number or shift.
- You can send reports to the Time Station printer, the computer printer, PC screen or an ASCII file.

HOURS SUMMARY : ALL EMPLOYEES									
PAY PERIOD ENDING: 2/09/97									
NAME	NUMBER	BADGE	SHIFT	REGULAR	OVERTIME 1	OVERTIME 2			
ADAMS, LINDA	000000121	0005	01	40:00	0:00	0:00	S	1	U
ELLIS, STEVEN	000000176	0015	02	40:00	0:00	0:00	M	1	U
JOHNSON, CAROL	000000160	0017	03	40:00	1:00	0:00	M	1	U
JONES, JAMES	000000207	0006	02	40:00	0:00	0:00	A	1	U

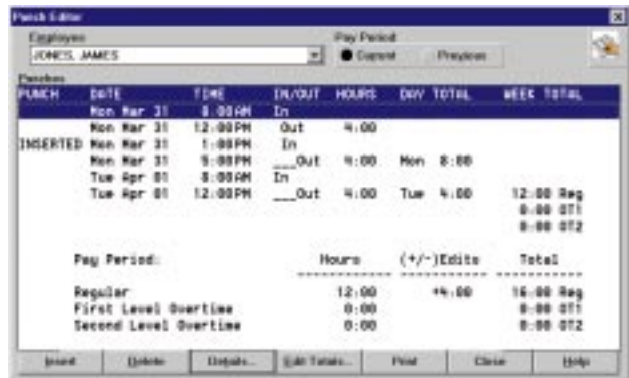
TIME CARDS : SELECTED EMPLOYEES									
PAY PERIOD ENDING - 2/09/97									
PUNCH	DATE	TIME	IN/OUT	HOURS	DAY TOTAL	WEEK TOTAL			
MON FEB 3	8:00AM	IN		4:00	MON 8:00				
MON FEB 3	12:00PM	OUT							
MON FEB 3	5:00PM	OUT		4:00	MON 8:00				
TUE FEB 4	7:45AM	IN		5:00					
TUE FEB 4	12:45PM	OUT							
TUE FEB 4	1:15PM	IN		3:00	TUE 8:00				
TUE FEB 4	4:15PM	OUT							
WED FEB 5	8:00AM	IN		4:30					
WED FEB 5	12:30PM	OUT							
WED FEB 5	1:30PM	IN		3:30	WED 8:00				
THU FEB 6	7:30AM	IN		4:30					
THU FEB 6	12:30PM	OUT							
THU FEB 6	12:30PM	IN		3:30	THU 8:00				
FRI FEB 7	8:00AM	IN		3:30					
FRI FEB 7	11:30AM	OUT							
FRI FEB 7	12:30PM	IN		4:00	FRI 8:00	40:00	REG		
						0:00	OT1		
						0:00	OT2		

PAY PERIOD:	HOURS	(+/-)EDITS	TOTAL	ADJUSTED
REGULAR	40:00		40:00	REG
FIRST LEVEL OVERTIME	0:00		0:00	OT1
SECOND LEVEL OVERTIME	0:00		0:00	OT2

SUPERVISOR: _____ EMPLOYEE: ADAMS, LINDA

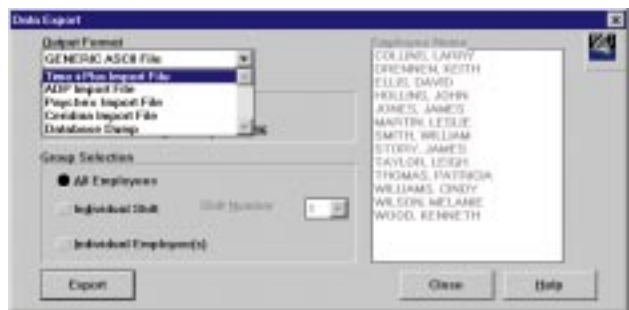
TIME CARD STATUS: COMPLETE

Editing:



- Punches which are edited using the PC Interface are tagged and stored in the database.

Data Export:



- Time Station software allows for a seamless solution from Time and Attendance to Payroll with Data Export.

Minimum PC Requirements:

- IBM PC compatible computer, 386 or higher processor, with a minimum of 4 MB of RAM
- Microsoft Windows 3.1 or later, Windows 95, Windows NT
- 1 MB available hard disk space
- 3.5" floppy disk drive
- Available serial port

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PITRONE & ASSOCIATES

www.pitrone.com



Report

- Hours Summary
 Time Cards
 Who's In, Who's Out
 Employee Profiles
 Clock Rules

Report Output

- 1 Time Clock Printer
 2 Print Manager
 3 PC Screen
 4 ASCII File

Employees

- All Employees
 Individual Employee(s)
 Individual Shift

Shift Number

 ▼

Pay Period

- Current Previous

Sort By:

- Name:
 Badge
 Employee Number
 Shift

Employee List

COLLINS, LARRY
DRENNEN, KEITH
ELLIS, DAVID
HOLLINS, JOHN
JONES, JAMES
MARTIN, LESLIE
SMITH, WILLIAM
STORY, JAMES
TAYLOR, LEIGH
THOMAS, PATRICIA
WILLIAMS, CINDY
WILSON, MELANIE
WOOD, KENNETH

Select All



View

View Queue...

View File

Close

Help

ADAMS, LINDA #000000121 SHIFT-01 PAY PERIOD ENDING - 2/09/97

PUNCH	DATE	TIME	IN/OUT	HOURS	DAY	TOTAL	WEEK TOTAL
	MON FEB 3	8:00AM	IN				
	MON FEB 3	12:00PM	OUT	4:00			
	MON FEB 3	1:00PM	IN				
	MON FEB 3	5:00PM	OUT	4:00	MON	8:00	
	TUE FEB 4	7:45AM	IN				
	TUE FEB 4	12:45PM	OUT	5:00			
	TUE FEB 4	1:15PM	IN				
	TUE FEB 4	4:15PM	OUT	3:00	TUE	8:00	
	WED FEB 5	8:00AM	IN				
	WED FEB 5	12:30PM	OUT	4:30			
	WED FEB 5	1:30PM	IN				
	WED FEB 5	5:00PM	OUT	3:30	WED	8:00	
	THU FEB 6	7:30AM	IN				
	THU FEB 6	12:00PM	OUT	4:30			
	THU FEB 6	12:30PM	IN				
	THU FEB 6	4:00PM	OUT	3:30	THU	8:00	
	FRI FEB 7	8:00AM	IN				
	FRI FEB 7	11:30AM	OUT	3:30			
	FRI FEB 7	12:30PM	IN				
	FRI FEB 7	5:00PM	OUT	4:30	FRI	8:00	40:00 REG
							0:00 OT1
							0:00 OT2

PAY PERIOD:	HOURS	(+/-) EDITS	TOTAL	ADJUSTED
REGULAR	40:00		40:00	REG
FIRST LEVEL OVERTIME	0:00		0:00	OT1
SECOND LEVEL OVERTIME	0:00		0:00	OT2

SUPERVISOR: _____ EMPLOYEE: ADAMS, LINDA

TIME CARD STATUS: COMPLETE

..... END TIME CARDS: SELECTED EMPLOYEES

Punch Editor



Employee

JONES, JAMES

Pay Period

 Current Previous

Punches

PUNCH	DATE	TIME	IN/OUT	HOURS	DAY	TOTAL	WEEK TOTAL
	Mon Mar 31	8:00 AM	In				
	Mon Mar 31	12:00 PM	Out	4:00			
INSERTED	Mon Mar 31	1:00 PM	In				
	Mon Mar 31	5:00 PM	___Out	4:00	Mon	8:00	
	Tue Apr 01	8:00 AM	In				
	Tue Apr 01	12:00 PM	___Out	4:00	Tue	4:00	12:00 Reg 0:00 OT1 0:00 OT2

Pay Period:

Hours

(+/-)Edits

Total

Regular

12:00

+4:00

16:00 Reg

First Level Overtime

0:00

0:00 OT1

Second Level Overtime

0:00

0:00 OT2

Insert

Delete

Details...

Edit Totals...

Print

Close

Help

Output Format

GENERIC ASCII File
Time + Plus Import File
ADP Import File
Paychex Import File
Ceridian Import File
Database Dump 96

Group Selection

All Employees

Individual Shift Shift Number

1

Individual Employee(s)

Employee Name

COLLINS, LARRY
DRENNEN, KEITH
ELLIS, DAVID
HOLLINS, JOHN
JONES, JAMES
MARTIN, LESLIE
SMITH, WILLIAM
STORY, JAMES
TAYLOR, LEIGH
THOMAS, PATRICIA
WILLIAMS, CINDY
WILSON, MELANIE
WOOD, KENNETH



Export

Close

Help