

TQP Biometric Setup and installation

Software Configuration

Complete the Pre-Installation Preparation Document

Your timeQplus Biometric *Installation Guide* booklet contains a “Pre-Installation Preparation Document.”

We strongly recommend you complete this form before installing your software.

To make sure your employees’ time is correctly recorded and they are correctly paid, you must make sure the system is correctly configured to reflect your particular payroll options before you begin entering employee punches.

Connect the Terminal

To begin, connect the TQ100 terminal to your computer using RS232 or RS485 or to your local area network (LAN) using Ethernet. For more information, refer to the connection diagrams included in the documentation packet included with your timeQplus Biometric product.

Note, if you are connecting the terminal directly to a PC, you should power down the PC before connecting the terminal to the PC.

Install the Software

If necessary, restart your PC.

When the PC is restarted, insert the software CD into the CD drive on your computer. The CD should automatically launch the software installation program. Follow the on-screen prompts to install the software on your computer’s hard drive:

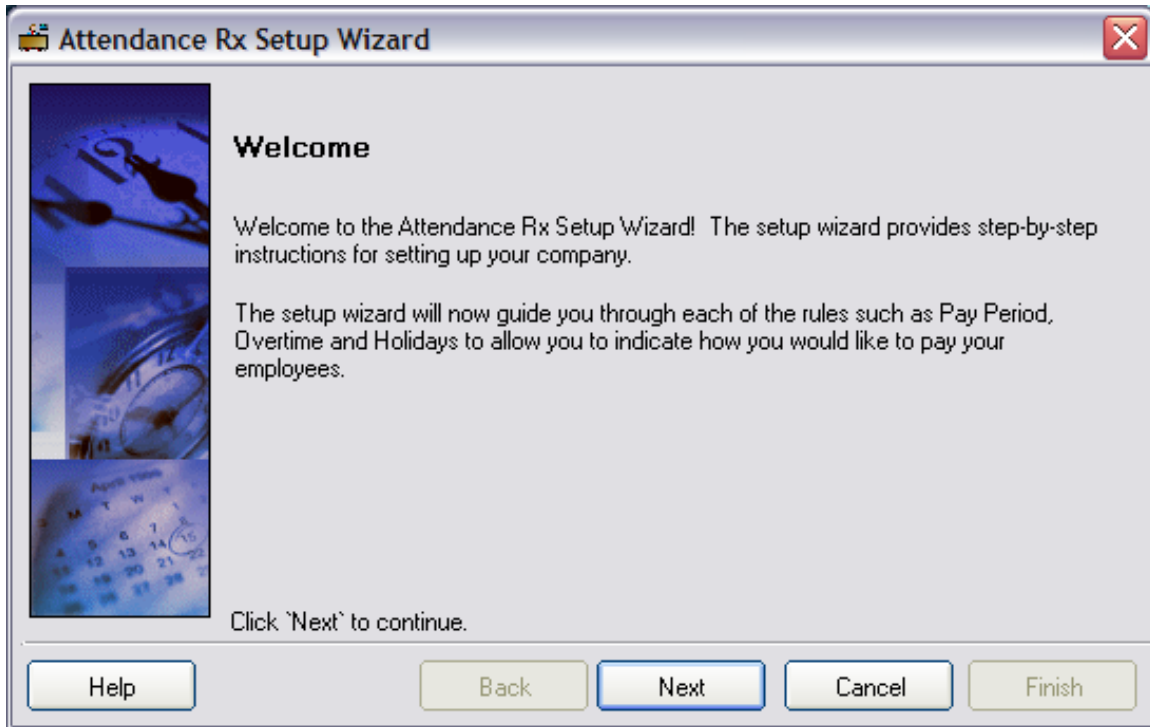
- ◆ Accept the End User License Agreement
- ◆ Enter your name and your company’s name
- ◆ Enter the install key (provided with your software). Without a valid install key, the software will run in demo mode only.
- ◆ (Network edition only) Select if you are installing the server or client software on this computer. Note you must install and configure the software on your server computer prior to installing the software on client computers.

When the software is installed, you will be prompted to restart your computer.

When the computer completes the restart, the Attendance Rx Setup Wizard will automatically launch. **At this point, you will find it useful to have completed the “Pre-Installation Preparation Document” as recommended.**

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Setup Wizard



Note 1: if necessary, you can later change the values you initially set up. Use care about making changes to your payroll settings after employees start clocking in and out. **For best results, it's a good idea to make sure your software is correctly configured to reflect your pay practices *before* you allow employees to begin punching in and out through the system.**

Note 2: You must click the **Finish** button at the end of the Setup Wizard to complete the process; if you do not, the Setup Wizard will run again the next time you try to launch the program.

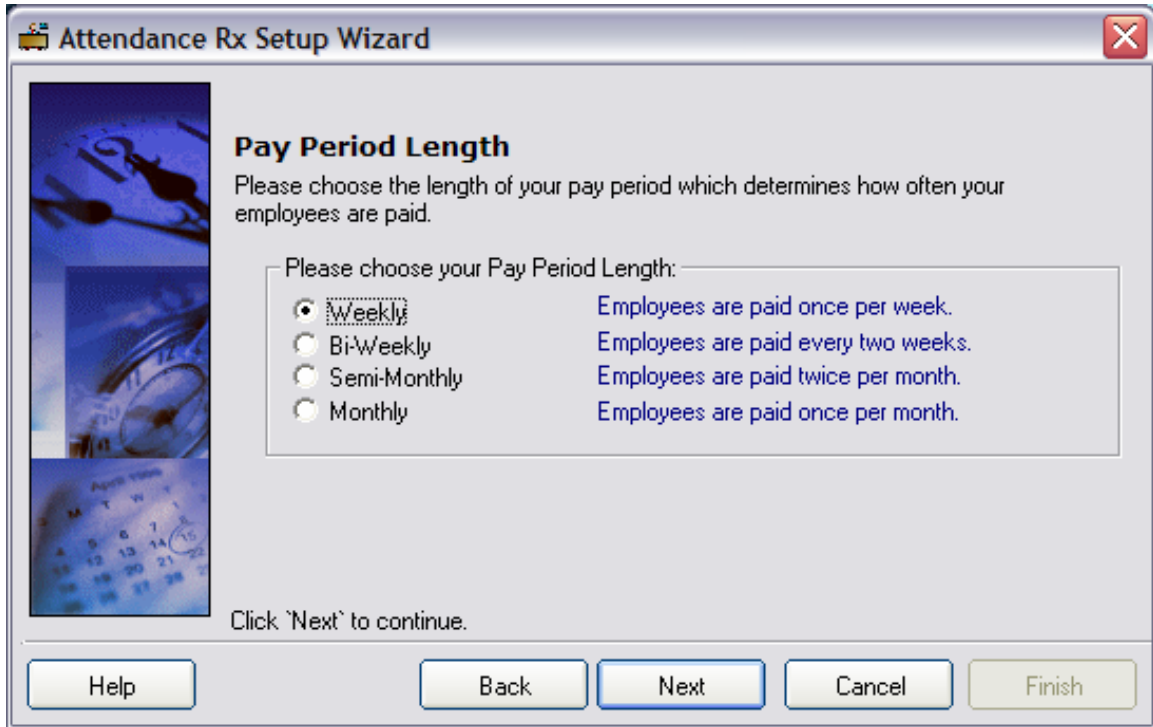
Note 3: You have the option of setting times using a 12-hour or a 24-hour clock. Use care with AM and PM settings when using the 12-hour clock. If you are setting times using a 12-hour clock, 12:00AM corresponds to midnight and 12:00PM corresponds to noon.

When you are ready to proceed, click the **Next** button to begin the Setup Wizard.

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Step 1: Pay Period Length

Select your pay period:



The image shows a Windows-style dialog box titled "Attendance Rx Setup Wizard". On the left side, there is a vertical stack of three images: a pair of scissors, a clock face, and a calendar. The main area of the dialog is titled "Pay Period Length" and contains the following text: "Please choose the length of your pay period which determines how often your employees are paid." Below this, there is a section titled "Please choose your Pay Period Length:" with four radio button options, each with a corresponding description:

- Weekly: Employees are paid once per week.
- Bi-Weekly: Employees are paid every two weeks.
- Semi-Monthly: Employees are paid twice per month.
- Monthly: Employees are paid once per month.

At the bottom of the dialog, there is a row of five buttons: "Help", "Back", "Next", "Cancel", and "Finish". The "Next" button is highlighted with a blue border. Below the dialog box, the text "Click 'Next' to continue." is displayed.

Click the **Next** button to proceed.

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Step 2: Current Pay Period Start Date

This should be the date the current pay period started – either today's date or a date in the past.

Attendance Rx Setup Wizard

Current Pay Period Start Date

Please enter or select the starting date of the current Pay Period. This date should either be the current date or a date in the past.

Current Pay Period Start Date:

Click 'Next' to continue.

Buttons: Help, Back, Next, Cancel, Finish

Click the **Next** button to proceed.

If you have selected a semi-monthly or monthly pay period in *Step 1*, you will then be prompted to enter the start date for your *next* pay period. If you have selected Weekly or Bi-Weekly as your pay period, this screen will not appear.

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Step 3: Calculating Overtime

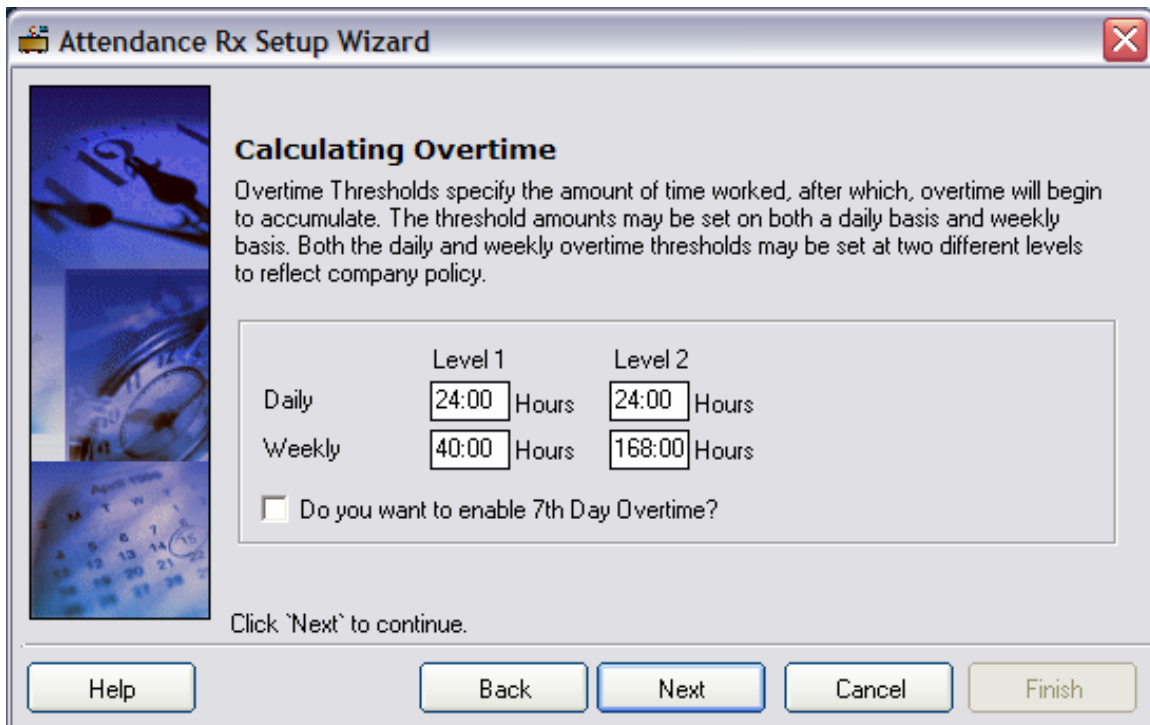
Enter the hours an employee must work before qualifying for overtime pay. You can enter two different levels of overtime; for instance, if an employee qualifies for time-and-a-half at a certain level of hours and double time at a higher level of hours.

You can enter thresholds at either the daily or weekly level, or both, as determined by your pay practices and applicable wage and hour laws in your area.

You can disable overtime entirely by setting all thresholds to zero (00:00) hours.

If you click the checkbox to enable *7th Day Overtime*, when an employee works all seven days of a given work week, the seventh day will be forced to overtime, regardless of the number of hours worked or your other overtime settings.

This setting may be mandated by laws in your area.



Attendance Rx Setup Wizard

Calculating Overtime

Overtime Thresholds specify the amount of time worked, after which, overtime will begin to accumulate. The threshold amounts may be set on both a daily basis and weekly basis. Both the daily and weekly overtime thresholds may be set at two different levels to reflect company policy.

	Level 1	Level 2
Daily	24:00 Hours	24:00 Hours
Weekly	40:00 Hours	168:00 Hours

Do you want to enable 7th Day Overtime?

Click 'Next' to continue.

Buttons: Help, Back, Next, Cancel, Finish

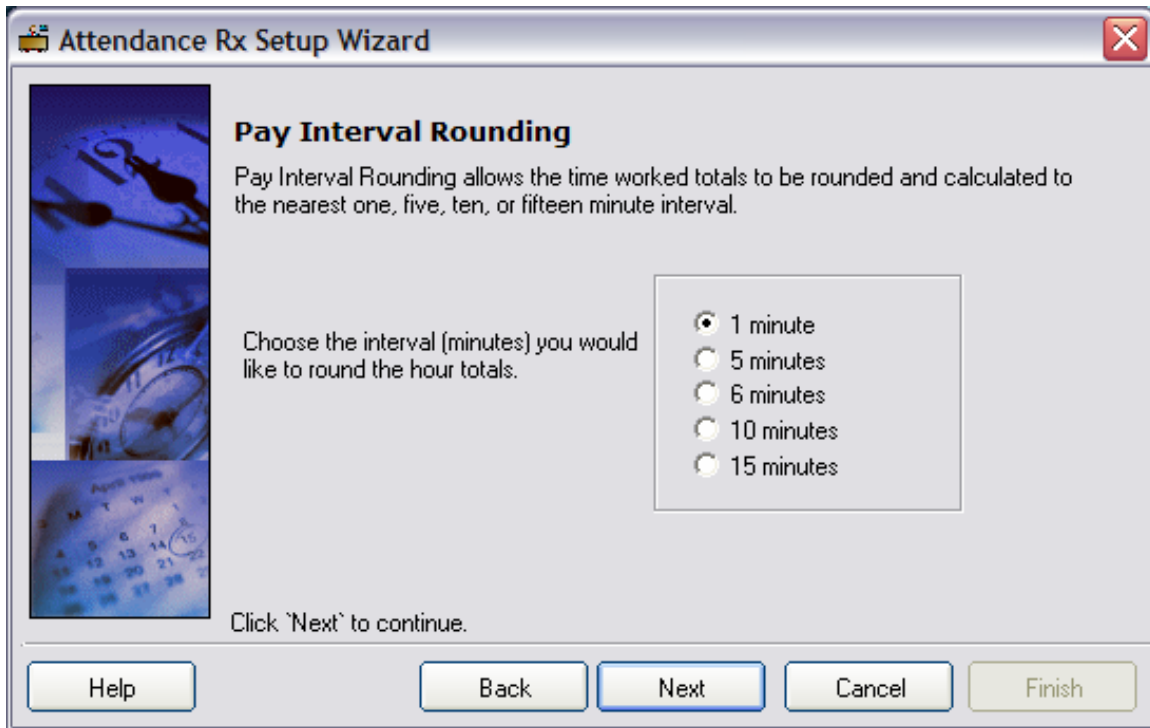
If you have selected a *Semi-Monthly* or *Monthly* pay period, you also must specify on what day of the week your pay period begins.

Click the **Next** button to proceed.

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Step 4: Pay Interval Round

The *Pay Interval Round* setting forces punches to be rounded to the nearest one, five, six, ten, or fifteen-minute interval. The default setting is one minute.



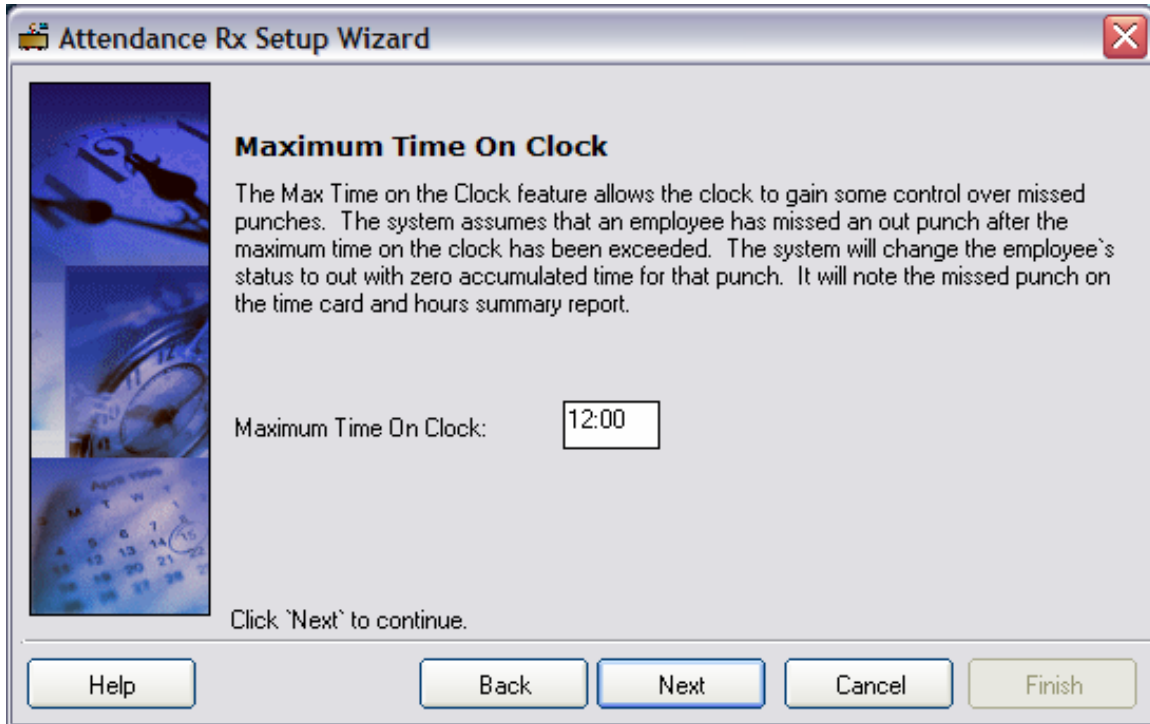
For instance, if the *Pay Interval Round* setting is 10 minutes, a punch at 8:14 will round back to 8:10, while a punch at 8:15 will round forward to 8:20.

If the *Pay Interval Round* setting is 15 minutes, a punch at 7:07 would round back to 7:00, while a punch at 7:08 would round forward to 7:15.

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Step 5: Maximum Time on the Clock

Use this setting to control how long an employee can be continuously clocked in before the system assumes an “out” punch has been missed and automatically clocks the employee out. The system will display zero accumulated time for that punch and note the missed punch on the *Time Card Report* and the *Hours Summary Report*.



The screenshot shows a Windows-style dialog box titled "Attendance Rx Setup Wizard" with a close button (X) in the top right corner. On the left side, there is a vertical stack of three images: a clock face, a calendar, and a calendar grid. The main content area has the heading "Maximum Time On Clock" and a paragraph of text explaining the feature. Below the text is a label "Maximum Time On Clock:" followed by a text input field containing "12:00". At the bottom of the dialog, there are five buttons: "Help", "Back", "Next", "Cancel", and "Finish".

Attendance Rx Setup Wizard

Maximum Time On Clock

The Max Time on the Clock feature allows the clock to gain some control over missed punches. The system assumes that an employee has missed an out punch after the maximum time on the clock has been exceeded. The system will change the employee's status to out with zero accumulated time for that punch. It will note the missed punch on the time card and hours summary report.

Maximum Time On Clock:

Click 'Next' to continue.

Help Back Next Cancel Finish

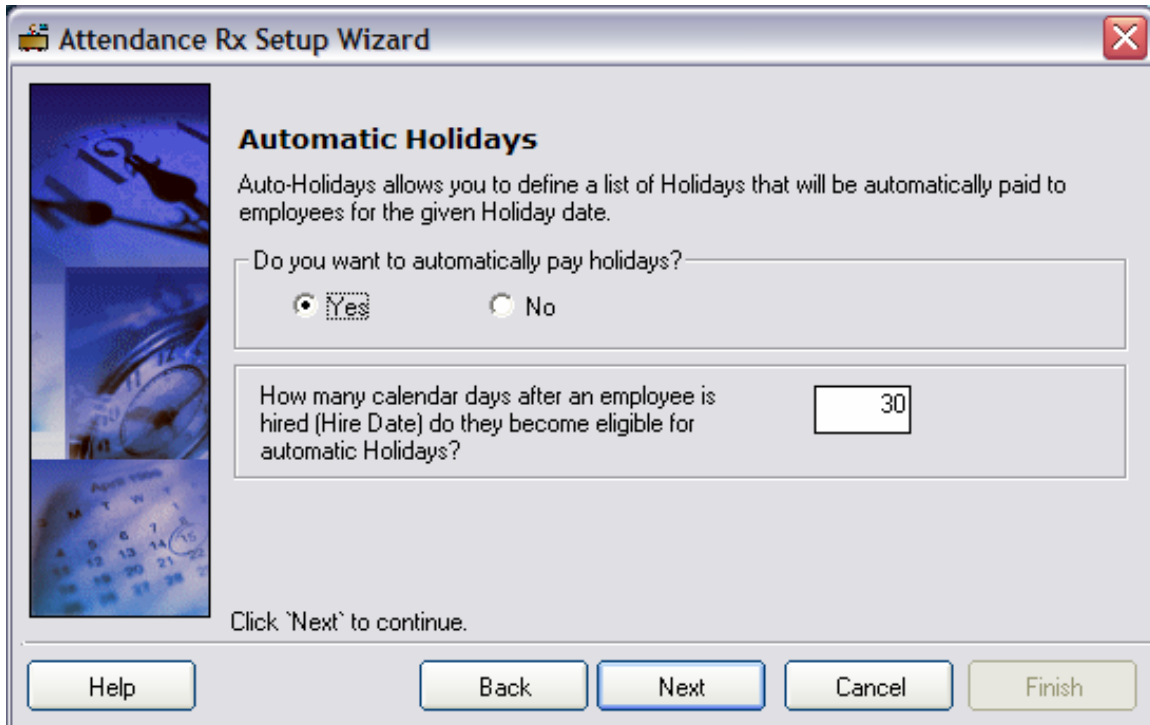
The default setting is 12 hours (12:00). If you typically have employees who work longer than this in a given day, you will want to adjust the number upward.

If you prefer to disable this feature entirely, set the *Max Time on Clock* to zero hours (00:00).

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Step 6: Paid Holidays

Indicate whether you want to automatically pay employees for designated holidays. If you select Yes, you will be prompted to enter the number of days an employee must be on your payroll before the employee is eligible for holiday pay:



Attendance Rx Setup Wizard

Automatic Holidays

Auto-Holidays allows you to define a list of Holidays that will be automatically paid to employees for the given Holiday date.

Do you want to automatically pay holidays?

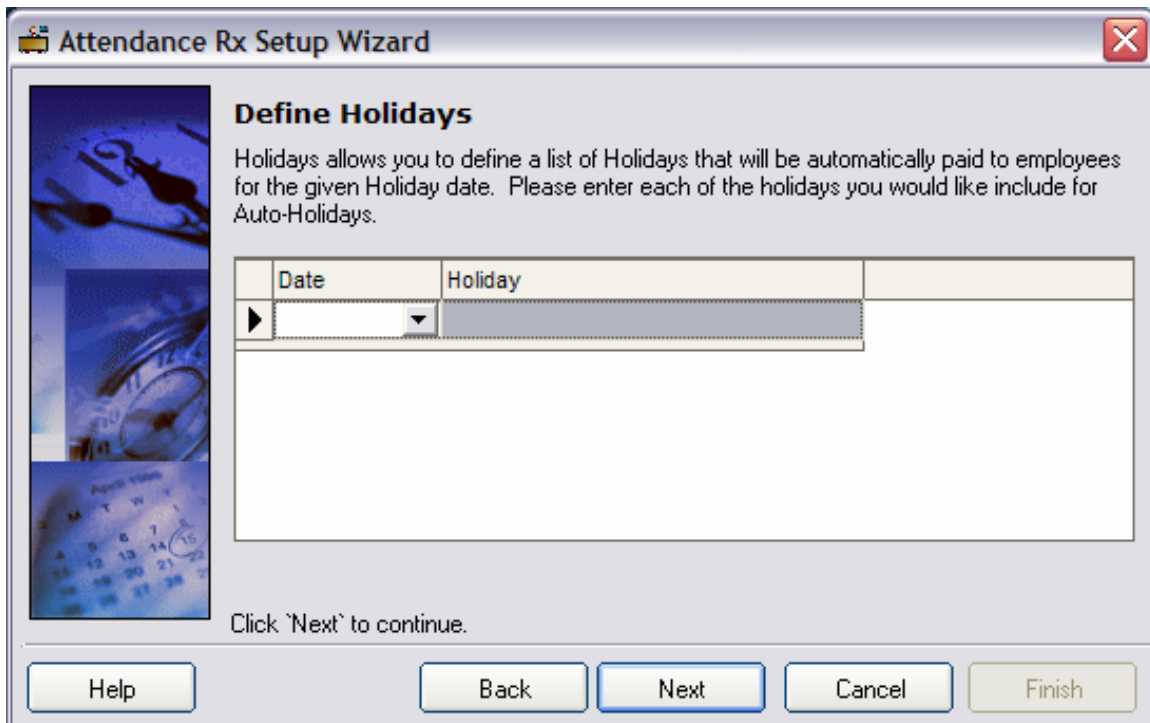
Yes No

How many calendar days after an employee is hired (Hire Date) do they become eligible for automatic Holidays?

Click 'Next' to continue.

Buttons: Help, Back, Next, Cancel, Finish

Click the **Next** button to proceed. If you select **No**, the system will proceed to the next step in the Setup Wizard. If you select **Yes**, enter the holidays you want employees to be paid for:



Attendance Rx Setup Wizard

Define Holidays

Holidays allows you to define a list of Holidays that will be automatically paid to employees for the given Holiday date. Please enter each of the holidays you would like include for Auto-Holidays.

Date	Holiday

Click 'Next' to continue.

Buttons: Help, Back, Next, Cancel, Finish

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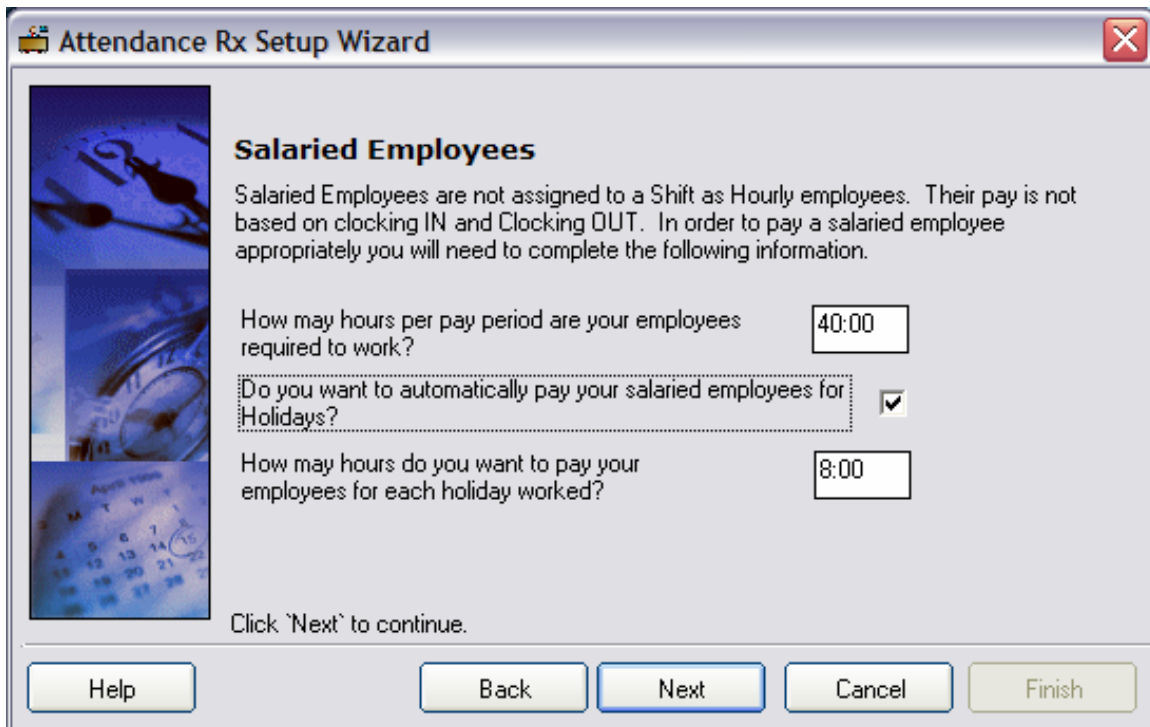
Click the downward-pointing arrow at the right hand side of the *Date* field to display a calendar. Click the appropriate date on the calendar to insert that date into the *Date* field. Type the name of the holiday in the *Holiday* field and press the **Enter** key on your keyboard to open a new line for the next holiday.

When you have entered all your paid holidays, click the **Next** button to proceed to the next step in the Setup Wizard.

Step 7: Salaried Employee Information

If you plan to track attendance of salaried employees using the software, enter how many hours your salaried employees work each pay period.

Also, indicate whether salaried employees should be automatically paid for holidays. If you click the box to designate you want to automatically pay salaried employees for holidays, you will be prompted to enter how many hours you want to pay for each holiday:



Attendance Rx Setup Wizard

Salaried Employees

Salaried Employees are not assigned to a Shift as Hourly employees. Their pay is not based on clocking IN and Clocking OUT. In order to pay a salaried employee appropriately you will need to complete the following information.

How may hours per pay period are your employees required to work?

Do you want to automatically pay your salaried employees for Holidays?

How may hours do you want to pay your employees for each holiday worked?

Click 'Next' to continue.

Click the **Next** button to proceed.

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Step 8: Time Card Approvals

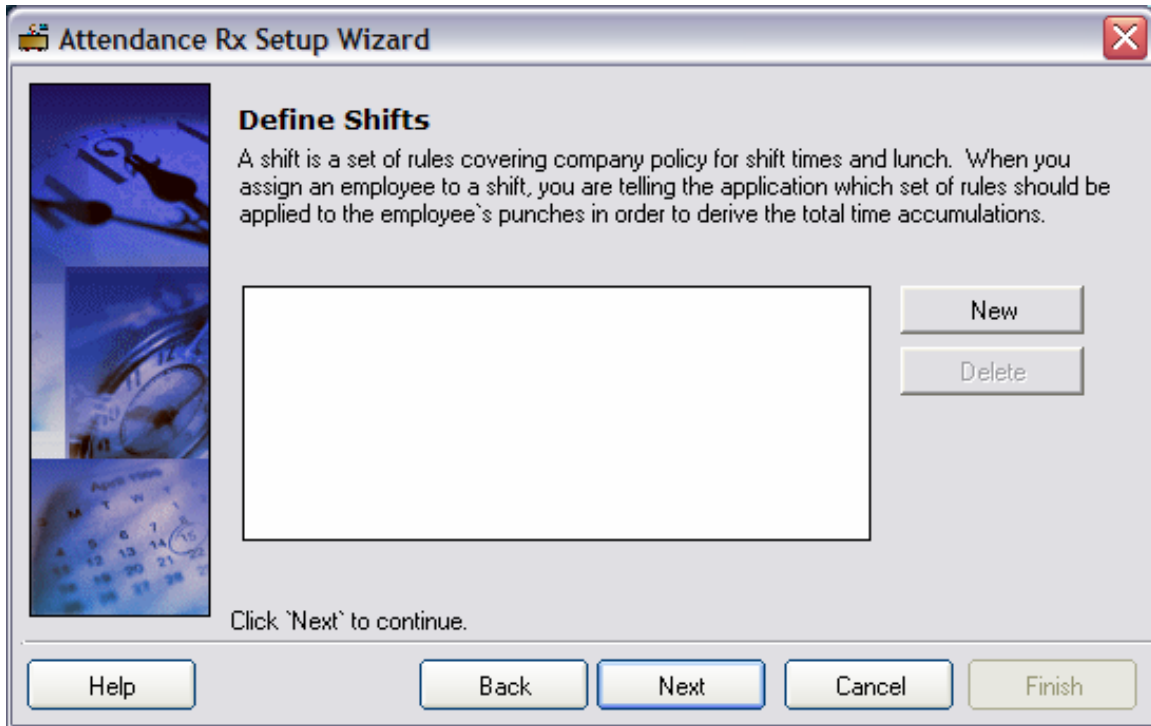
You can prevent time cards that have not been approved by a supervisor from being exported to your payroll program:



Click the **Next** button to proceed.

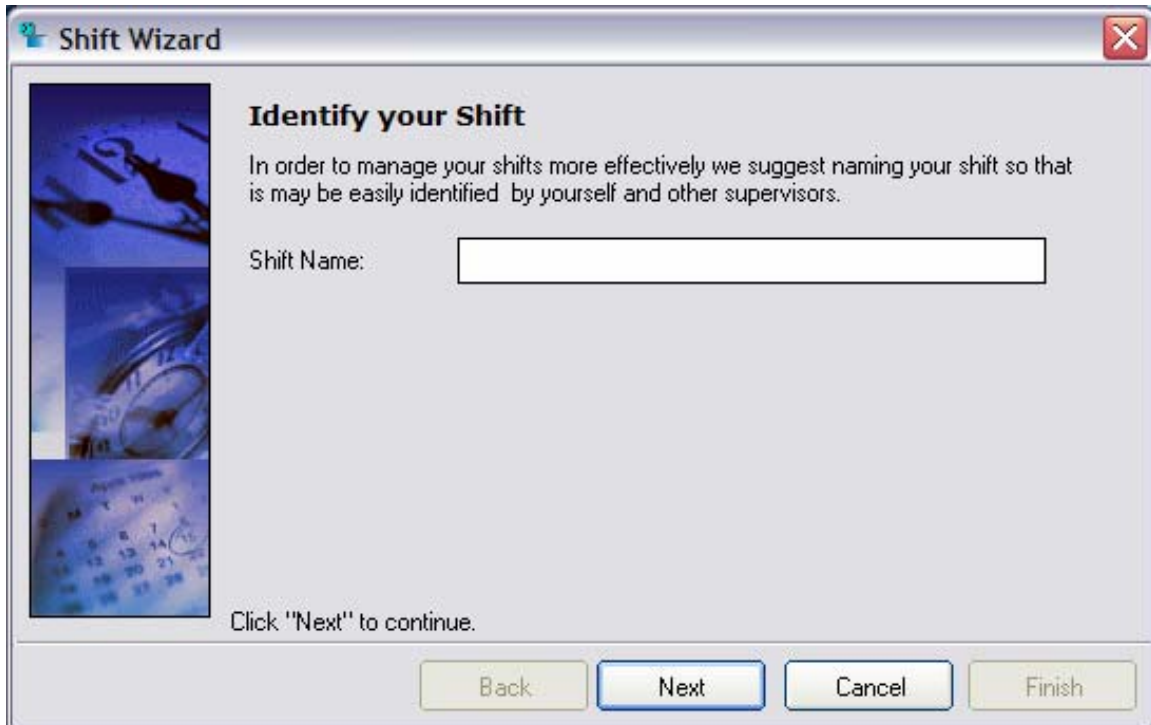
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Step 9: Define Shifts



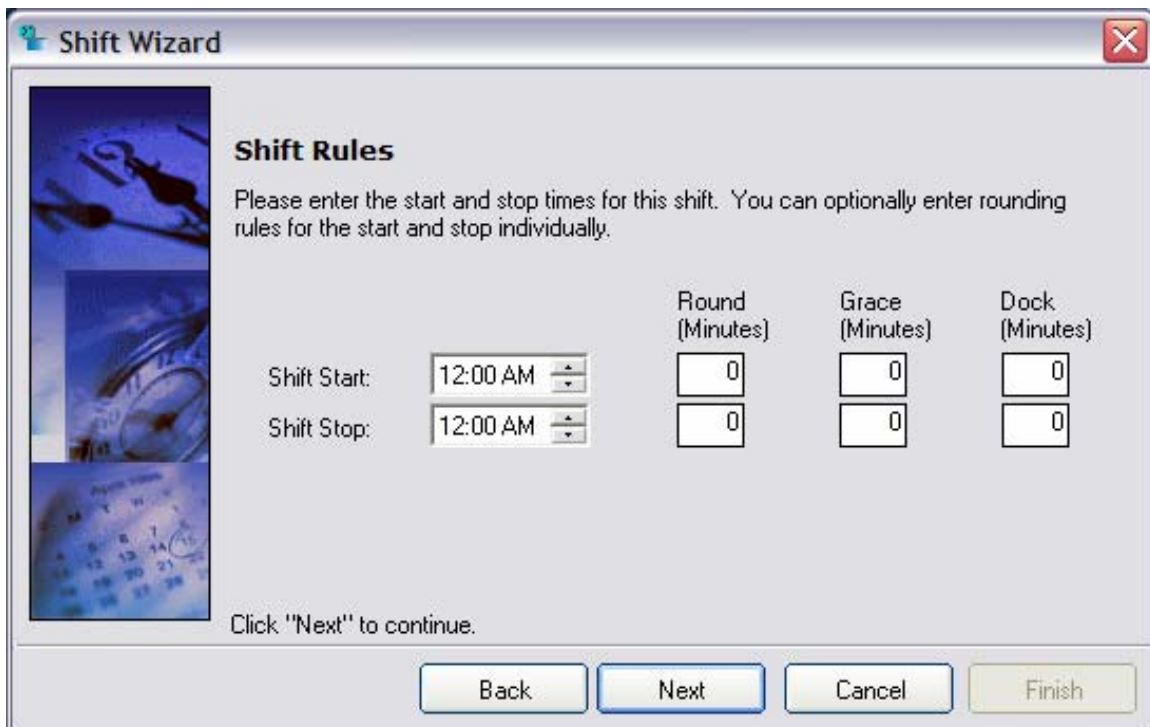
If you do not want to set up shifts, click the **Next** button. You can add shifts in the future if desired through the **Attendance Rx Administrator**.

If you do wish to set up one or more shifts now, click the **New** button to launch the *Shift Wizard*. Enter the name of the shift:



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Click the **Next** button to begin setting up the shift rules:



Enter the time the shift is scheduled to start work and the time the shift is scheduled to stop work. When entering time using a 12-hour clock, remember that 12:00AM corresponds to midnight and 12:00PM corresponds to noon.

Then, if desired, specify the shift rules for rounding, grace and docking. **We recommend you set these to be the same as your current timekeeping practices.**

For instance, if you do not normally round employee punches today, you should not set Shift Rounding rules in the software. If you normally allow a grace period of five minutes late clock in during which employees are considered to have arrived on time, set the *Grace* minutes for *Shift Start* to 5 minutes.

Grace and round rules will take precedence over your *Pay Interval Round* settings for punches that occur within the designated round and grace “windows” around the scheduled shift start and stop times.

For example, if you set the Shift Round time to 10 minutes for *Shift Start* and *Shift Stop*, during the 10 minutes before and after the scheduled shift start and stop times, the shift round rules will apply, no matter what you set for *Pay Interval Round*.

Round: Enter the number of minutes before the shift *Start Time* that an employee’s “early punch in” will be treated as though it occurred at the exact scheduled start time. Enter the number of minutes after the shift *End Time* during which an employee’s “late punch out” will be treated as though it occurred at the exact scheduled stop time.

For instance, if the shift is scheduled to start at 8:00am and you set the *Start Round* to 10 minutes, for the purpose of calculating accumulated hours the punch of an employee who clocks in at 7:52am would be treated as though it had occurred exactly at 8:00 am.

Grace: This is essentially the “flip side” of the *Round* rules – that is, this is the number of minutes after the scheduled shift *Start Time* that a “late punch in” will be treated as

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though it occurred at the scheduled shift start time, or the number of minutes before the scheduled shift *End Time* that an “early punch out” will be treated as though it occurred at the scheduled shift end time.

For instance, if a shift is scheduled to end at 3:30pm and you have set the *Grace* period to 10 minutes, an employee who clocks out at 3:23pm will have that punch treated as though it occurred exactly at 3:30pm.

Dock: This is the number of minutes an employee will lose from his or her daily total hours for clocking out early or clocking in late (that is, outside of the times set by the *Round* and *Grace* settings).

Click the **Next** button to set the lunch rules for this shift:



The screenshot shows a dialog box titled "Shift Wizard" with a close button in the top right corner. On the left side, there is a vertical strip of images including a clock, a calendar, and a keyboard. The main area is titled "Lunch Rules" and contains the following text: "Lunch Rules allow you to specify start and end time as well as automatically deduct a lunch after a period of time." Below this is a question: "Do you want to enable a lunch for this shift?" with two radio buttons: "Yes" (which is selected) and "No". Underneath are four input fields: "Lunch Start:" with a dropdown menu showing "12:00 AM", "Lunch Duration:" with a text box containing "0" and the label "minutes", "Lunch End:" with a dropdown menu showing "12:00 AM", and "Auto After:" with a text box containing "0" and the label "hours". At the bottom left of the dialog, it says "Click 'Next' to continue." At the bottom right, there are four buttons: "Back", "Next" (highlighted with a blue border), "Cancel", and "Finish".

You can choose to disable lunch rules even though you enable and use other shift rules.

If you choose to enable the lunch rules, you will be prompted to enter the earliest time employees should clock out for lunch, the latest time they should clock back in. If an employee clocks out during this “lunch window” that off-the-clock time will be treated as a lunch break (regardless of when the employee clocks back in), and the lunch rules you set will apply. Breaks that start outside this window will not be treated as lunch breaks.

Lunch rules override your *Pay Interval Rounding* rules for off-the-clock time that has been designated by the software as a lunch break.

Lunch Duration: You may optionally specify a standard number of minutes to be automatically deducted from the employee’s total hours for a lunch break. If an employee is clocked out for lunch for fewer minutes than the *Lunch Duration*, the system will automatically adjust the employee’s lunch break deduction to the designated duration. If an employee is clocked out for lunch for more minutes than the *Lunch Duration*, their accumulated hours will reflect their actual time off the clock.

Use caution with this setting: if employees leave for their lunch break outside of the designated lunch window, their off-the-clock time **and** a standard *Lunch Duration* will

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be deducted from their accumulated hours. In that event, you will need to manually adjust the employees' time to ensure they're paid correctly.

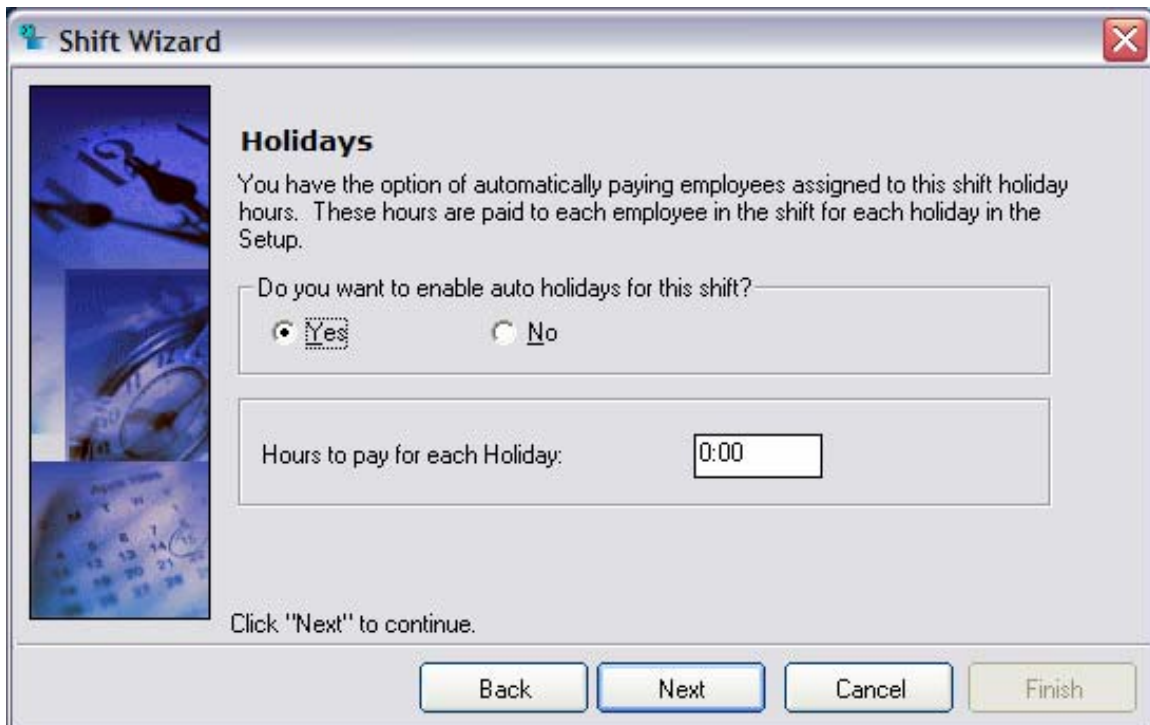
If you do not wish to designate a standard *Lunch Duration*, leave the field set with the default of zero.

Auto Lunch After: The *Auto Lunch After* specifies the number of hours on the clock after which the lunch duration will be deducted from the employee's elapsed time, even if the employee has not clocked out for lunch. This is useful in the event an employee forgets to clock out for lunch, or in the event you do not wish to require employees to clock in and out for their lunch breaks.

Again, exercise caution with this setting. If you have set a number of hours for *Auto After* and an employee works through his or her lunch break, the system will still automatically deduct the *Lunch Duration* after the employee works the number of hours set in the *Auto After* field. You will need to manually adjust the employee's time to ensure they're paid correctly for the number of hours they actually worked.

If you do not wish to automatically apply lunch breaks, leave the *Auto After* field set with the default of zero.

Click the **Next** button to set the holiday rules for this shift:



The screenshot shows a dialog box titled "Shift Wizard" with a close button in the top right corner. On the left side, there is a vertical strip of three images: a clock face, a calendar, and a close-up of a clock. The main area is titled "Holidays" and contains the following text: "You have the option of automatically paying employees assigned to this shift holiday hours. These hours are paid to each employee in the shift for each holiday in the Setup." Below this text is a question: "Do you want to enable auto holidays for this shift?" with two radio button options: "Yes" (which is selected) and "No". Below the radio buttons is a text input field labeled "Hours to pay for each Holiday:" containing the value "0:00". At the bottom of the dialog, there is a prompt: "Click 'Next' to continue." and four buttons: "Back", "Next", "Cancel", and "Finish".

If you select *Yes*, you will be prompted to enter the number of hours to pay for each holiday. This will be paid for each holiday you previously set up in *Step 6*.

Click the **Next** button:

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Click the **Finish** button to create the new shift. You will be returned to the *Define Shifts* screen, with the newly created shift listed in the large box. If you wish to create additional shifts, click the **New** button and go through the steps to set up the rules for each one.

You may configure up to 12 shifts. When you have finished entering your shifts, click the **Next** button to proceed.

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Step 10: Password

Set your administrative password. This is the password you will use to access the **Attendance Rx Administrator** to review and approve time cards, edit punches and adjust the system configuration.



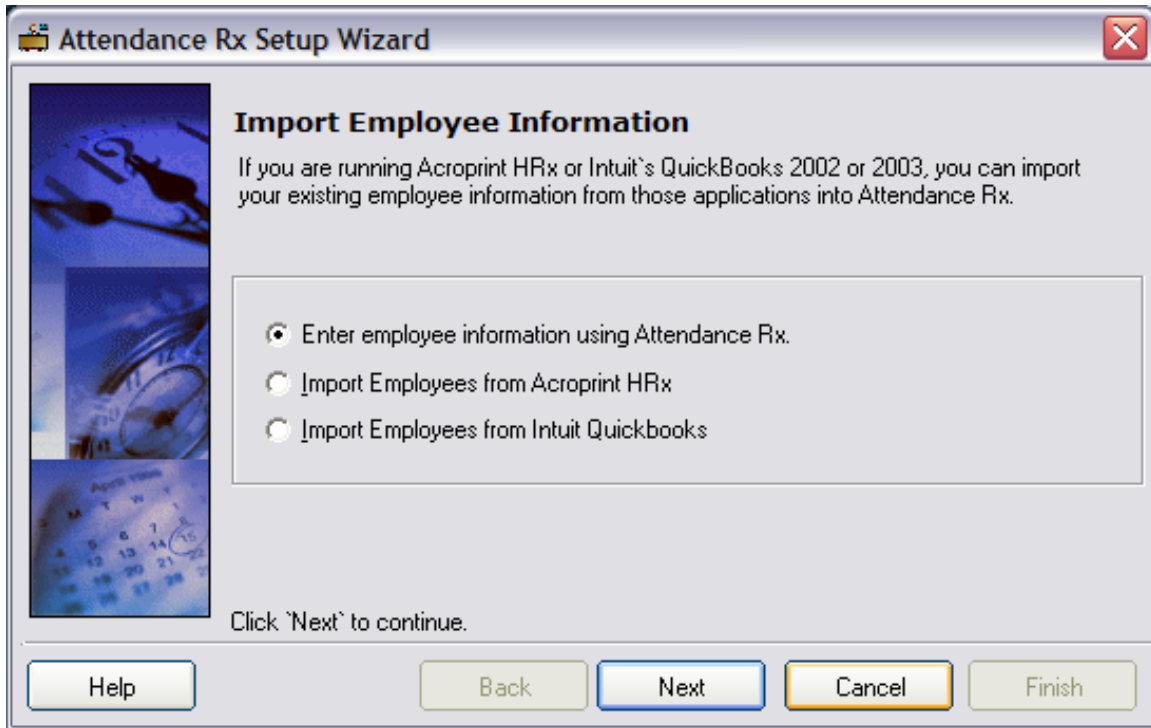
The image shows a screenshot of the 'Attendance Rx Setup Wizard' window. The title bar reads 'Attendance Rx Setup Wizard' with a close button on the right. On the left side, there is a vertical stack of three images: a clock face, a calendar, and a keyboard. The main content area is titled 'Password' and contains the following text: 'For security purposes, you must now set the password for the factory default Supervisor (admin). IMPORTANT: After initialization is complete, you will need this password in order to log in to the Attendance Rx Administrator.' Below this text are two input fields: 'New Password:' followed by a text box containing seven dots, and 'Confirmation:' followed by a text box containing seven dots and a cursor. At the bottom of the window, there are five buttons: 'Help', 'Back', 'Next', 'Cancel', and 'Finish'. The 'Next' button is highlighted with a blue border. Below the window, the text 'Click 'Next' to continue.' is displayed.

Click the **Next** button to proceed.

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Step 11: Import Employee Information

Indicate how you intend to enter employee information into the software. You have the choice of entering information directly, or of importing from Acroprint's HRx software, or of importing from QuickBooks:

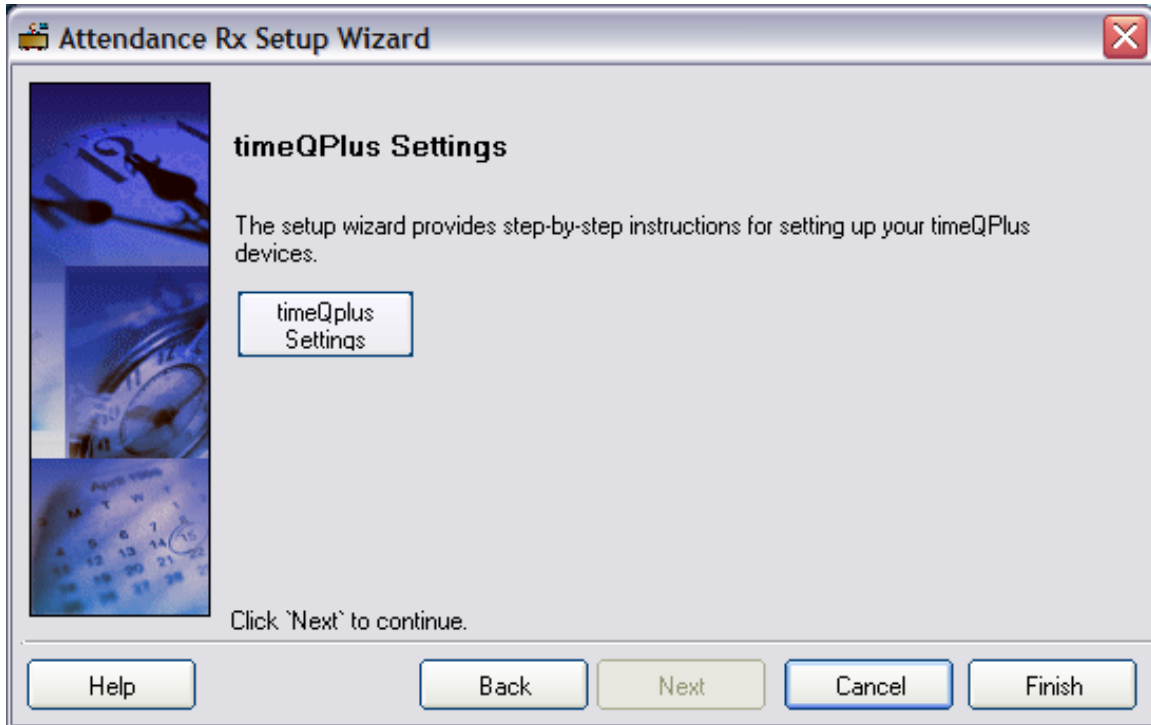


Click the **Next** button to continue.

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Step 12: timeQplus Biometric Settings

Configure your system to recognize and communicate with your TQ100 terminal.

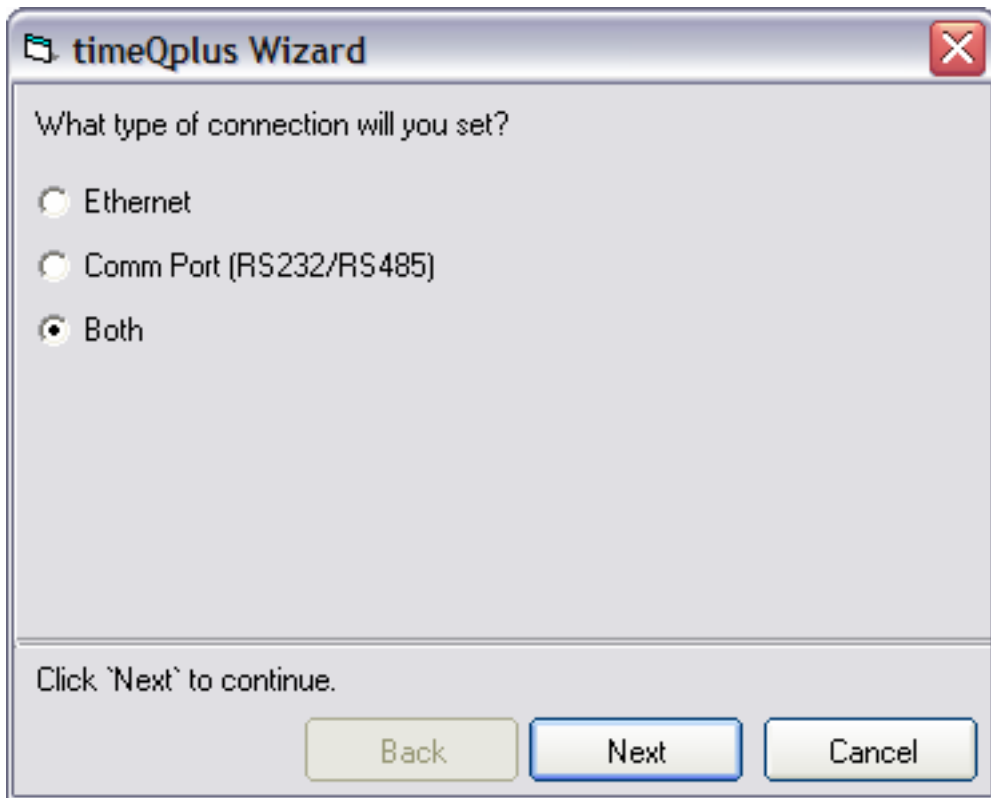


Click the **timeQplus Settings** button to configure communications with the TQ100 terminal.

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Configure Terminal Communications

First, select the communications protocol(s) you plan to use for connecting your TQ100 terminal(s) to your PC or network:



timeQplus Wizard

What type of connection will you set?

Ethernet

Comm Port (RS232/RS485)

Both

Click 'Next' to continue.

Back Next Cancel

Click the **Next** button to continue.

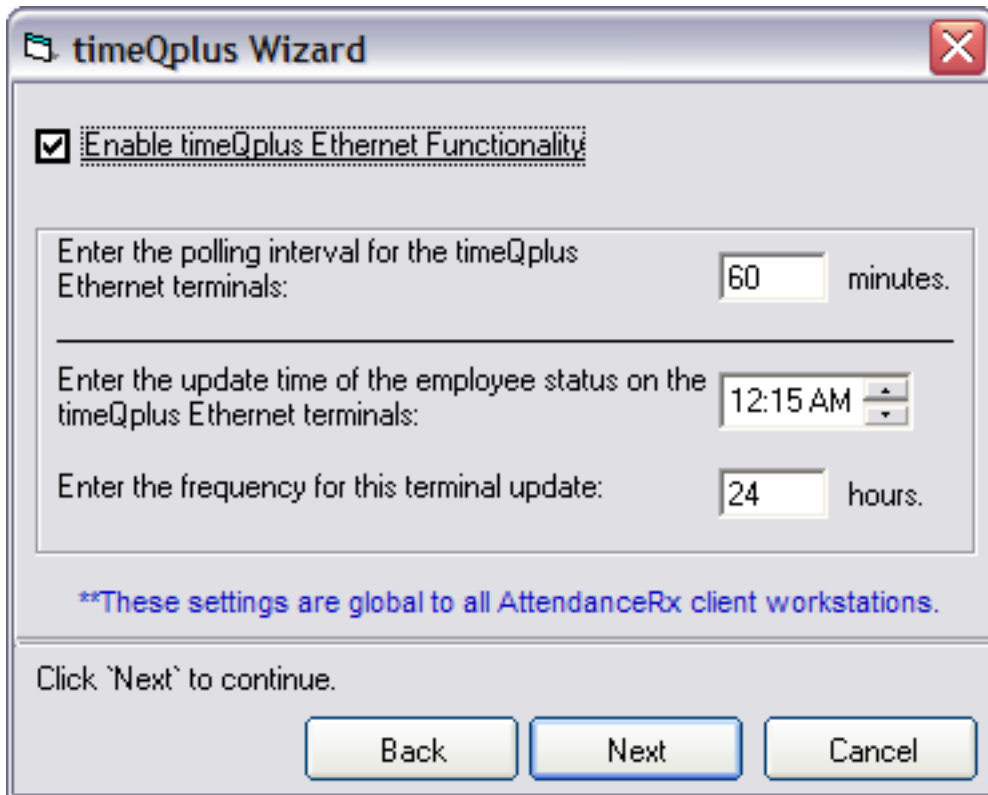
If you select *Ethernet* or *Both*, continue to the *Ethernet Configuration* section.

If you select *Comm Port*, skip to the *Comm Port Configuration* section.

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Ethernet Configuration

If you select *Ethernet* or *Both*, the software will open the Ethernet configuration screen:



The screenshot shows a dialog box titled "timeQplus Wizard" with a close button (X) in the top right corner. Inside the dialog, there is a checked checkbox labeled "Enable timeQplus Ethernet Functionality". Below this, there are three input fields: "Enter the polling interval for the timeQplus Ethernet terminals:" with a text box containing "60" and the label "minutes."; "Enter the update time of the employee status on the timeQplus Ethernet terminals:" with a time selection dropdown showing "12:15 AM"; and "Enter the frequency for this terminal update:" with a text box containing "24" and the label "hours.". Below these fields is a blue italicized note: "**These settings are global to all AttendanceRx client workstations." At the bottom of the dialog, there is a text prompt "Click 'Next' to continue." and three buttons: "Back", "Next", and "Cancel".

Click the checkbox to enable Ethernet connectivity, and set the *Polling Interval*, *Update Time* and *Update Frequency*.

Polling Interval: The default is for the system to poll the terminal every 60 minutes. You can adjust this to meet your needs. Employees cannot clock in or out while a polling cycle is running at that terminal; typically, a polling cycle takes 30 seconds or less per terminal.

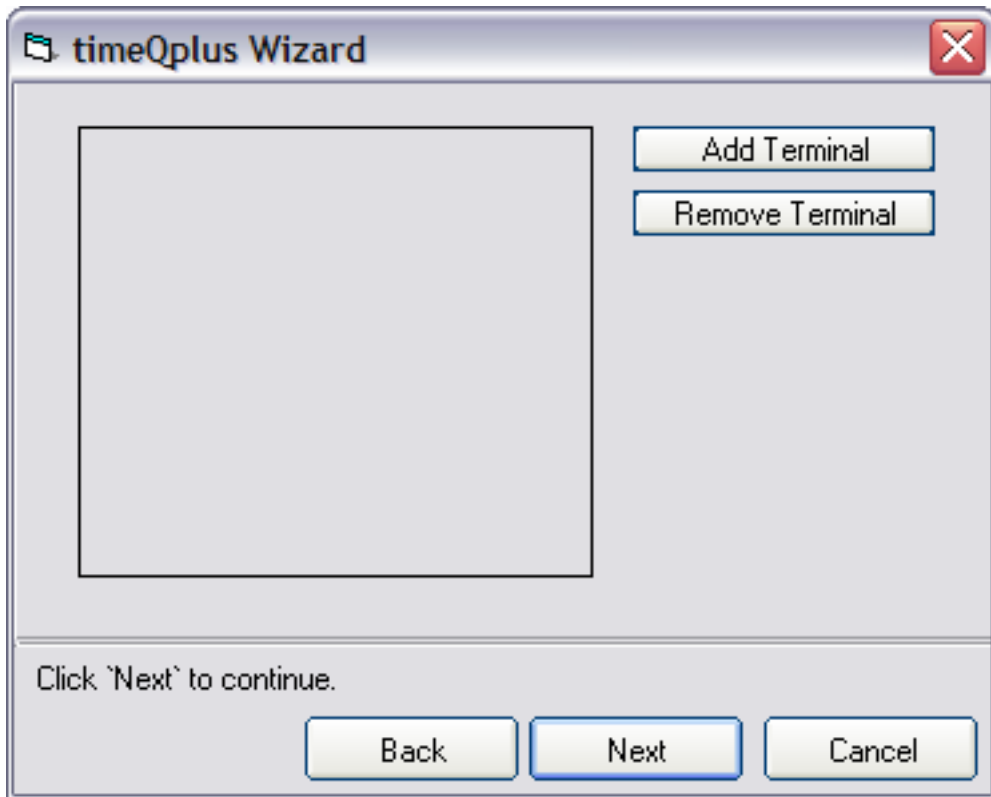
Update Time and Frequency: During an update cycle, the software downloads updates to the terminal for changes to employee names, In/Out status and total hours worked for the pay period. You can adjust the defaults to meet your needs.

Employees cannot clock in or out while an update cycle is processing. Therefore, we recommend you avoid setting an update time that is within 15 minutes before or after a scheduled start or stop time, to avoid interfering with employees trying to clock in or out for work.

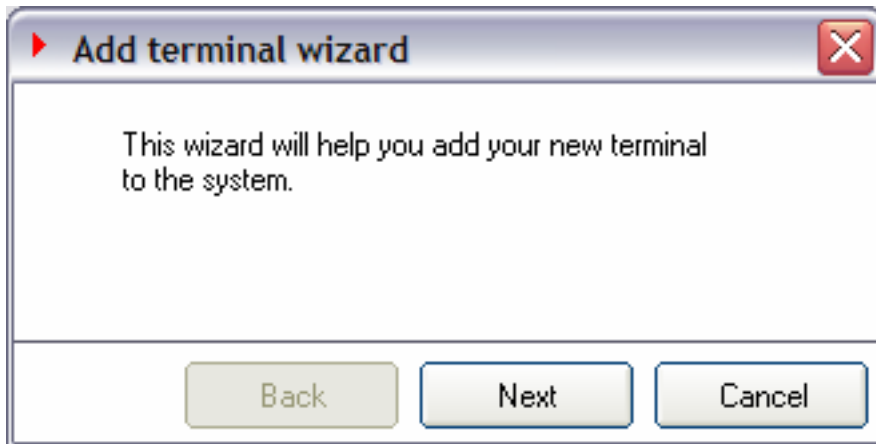
If you have both COM port and Ethernet TQ100 terminals on your system, set different update times for each communications type to avoid conflicts. A difference of 15 to 30 minutes is generally sufficient.

Click the **Next** button to continue.

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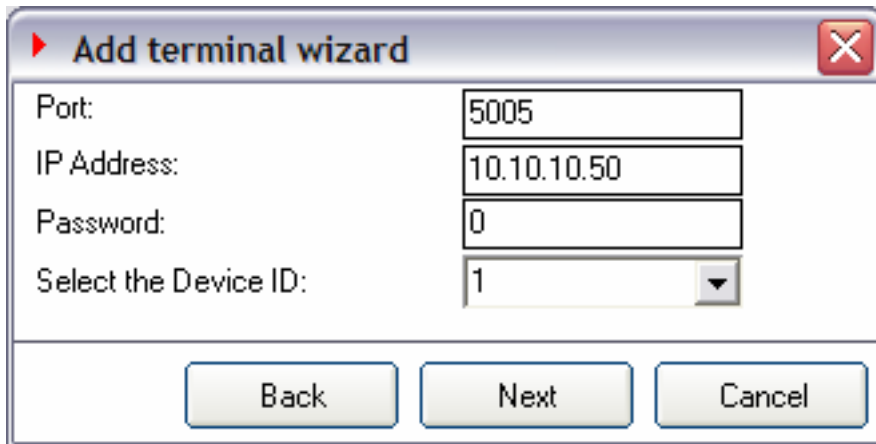


To configure a new Ethernet terminal, click the **Add Terminal** button. The system will launch the *Add Terminal Wizard*.



Click the **Next** button to continue.

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Add terminal wizard

Port: 5005

IP Address: 10.10.10.50

Password: 0

Select the Device ID: 1

Back Next Cancel

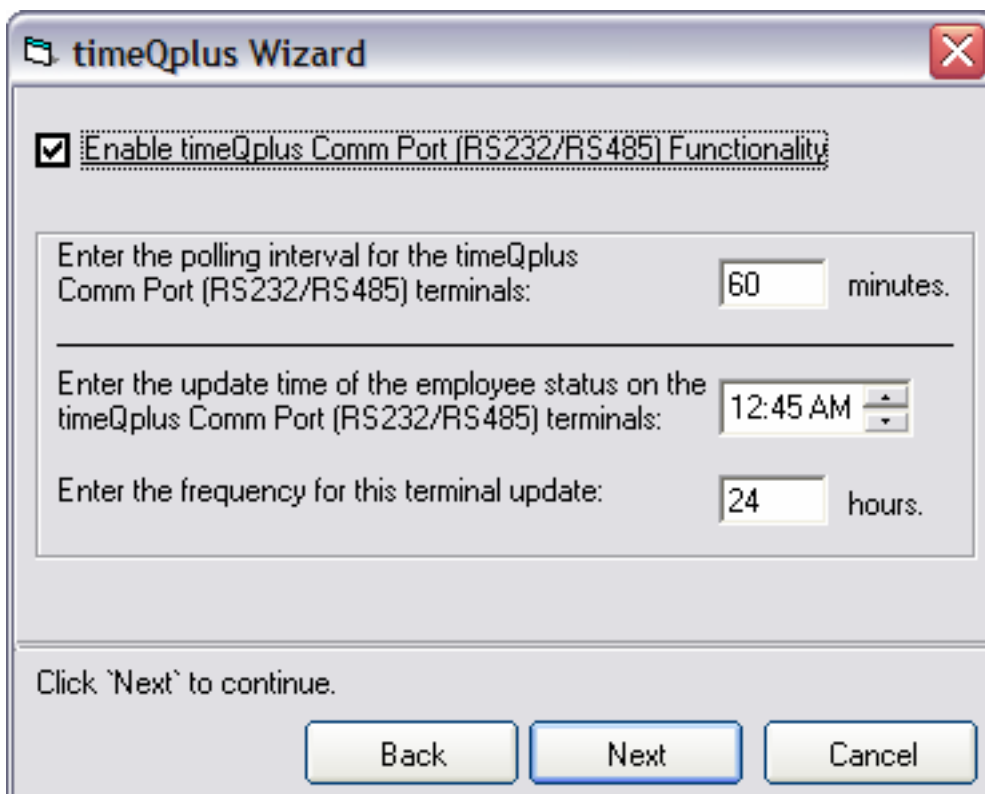
Enter the *Port*, *IP Address*, and *Device ID* for which you originally configured the terminal hardware. Refer to the Hardware Configuration Step By Step guide for more information.

Click the **Next** button to continue. The system will attempt to establish communications with the terminal.

If you selected *Both*, continue to the *Comm Port Configuration* section. If you selected only *Ethernet*, skip to the **Finalize Configuration** section.

Comm Port Configuration

If you originally selected *Comm Port* as your communications method, the system will open the Comm Port configuration screen. If you selected *Both*, the system will open the Comm Port configuration screen once it has completed the Ethernet *Add Terminal Wizard*.



timeQplus Wizard

Enable timeQplus Comm Port (RS232/RS485) Functionality

Enter the polling interval for the timeQplus Comm Port (RS232/RS485) terminals: 60 minutes.

Enter the update time of the employee status on the timeQplus Comm Port (RS232/RS485) terminals: 12:45 AM

Enter the frequency for this terminal update: 24 hours.

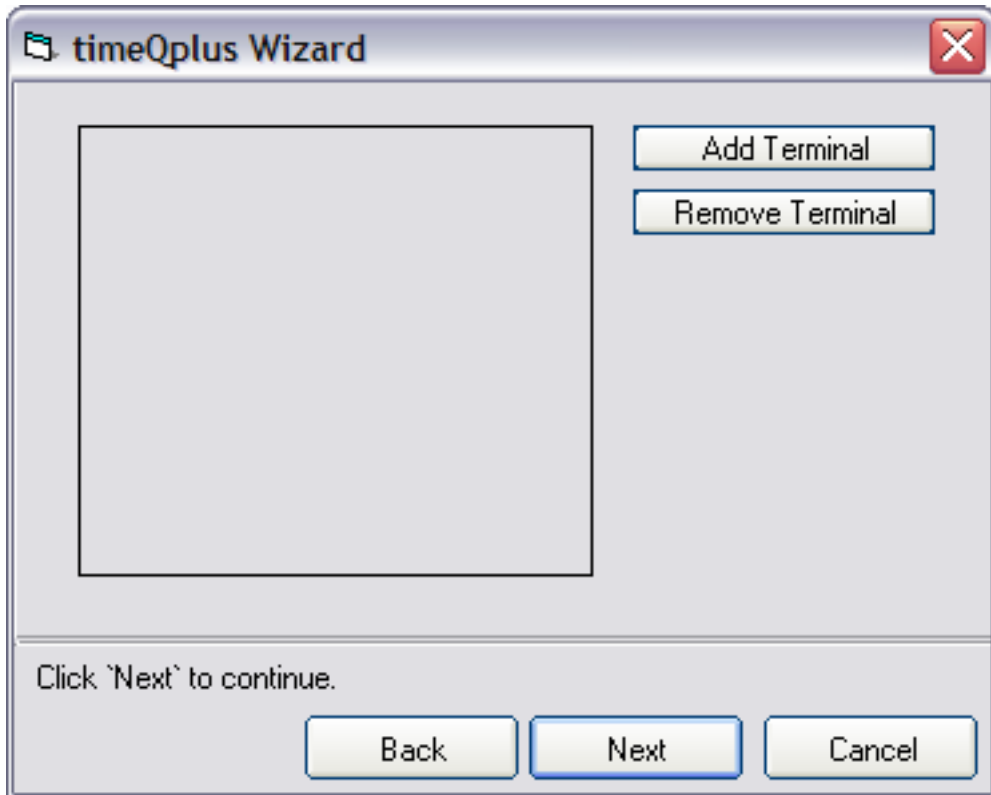
Click 'Next' to continue.

Back Next Cancel

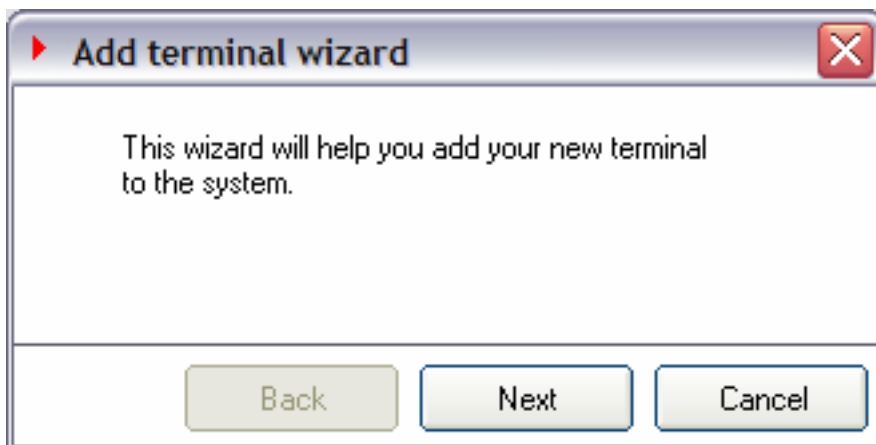
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Set the *Polling Interval*, *Update Time* and *Update Frequency* as instructed in the Ethernet configuration section, above.

Click the **Next** button to continue.

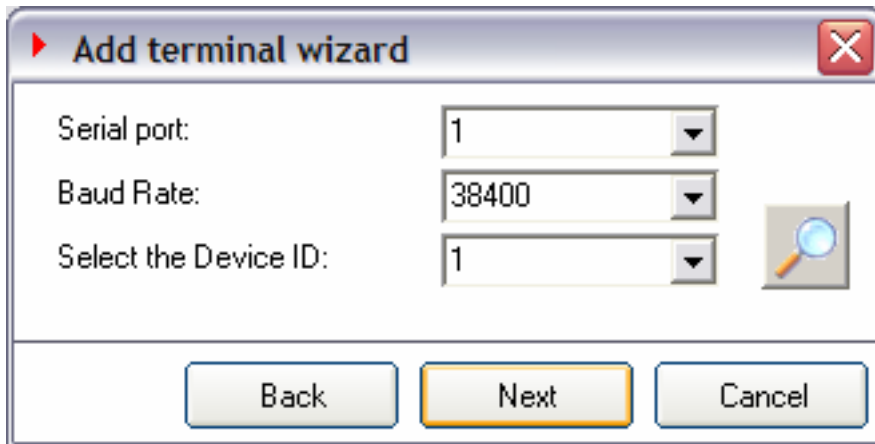


To configure a new Comm Port terminal, click the **Add Terminal** button. The system will launch the *Add Terminal Wizard*.



Click the **Next** button to continue.

TQP Biometric Setup and installation



Add terminal wizard

Serial port: 1

Baud Rate: 38400

Select the Device ID: 1

Back Next Cancel

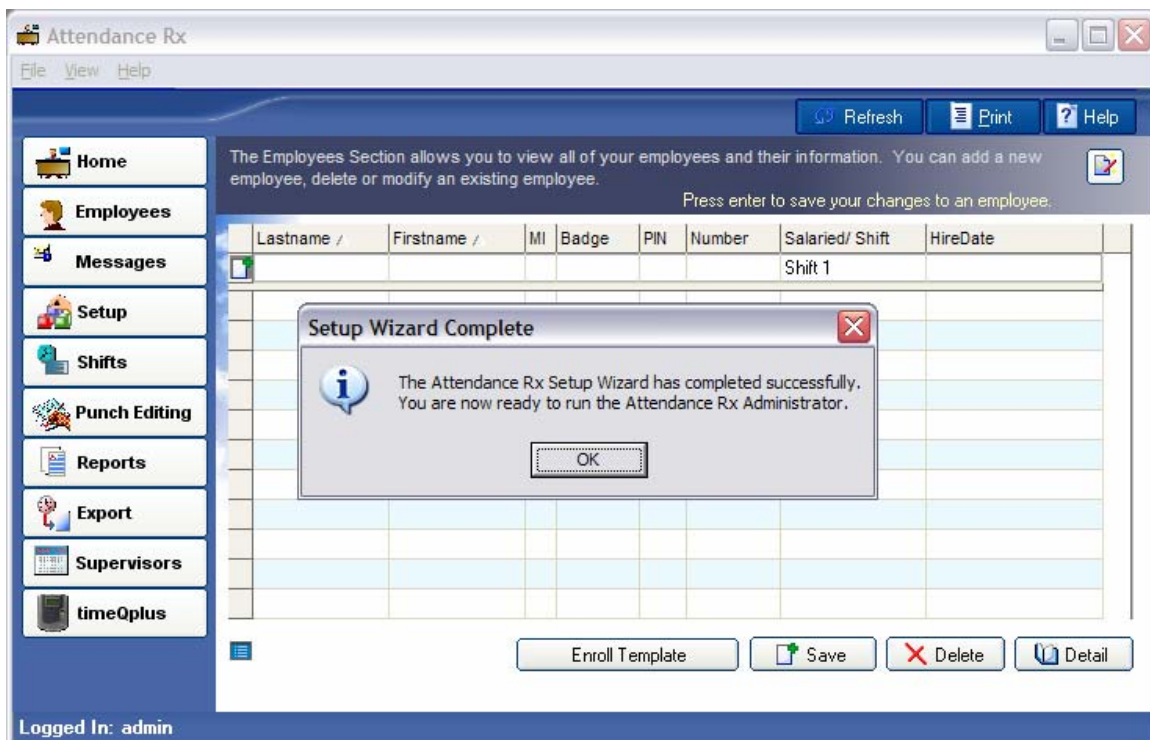
Enter the *Serial port* number, *Baud rate* and *Device ID* for which you originally configured the terminal hardware. Refer to the *Hardware Configuration Step By Step* guide for more information.

Click the **Next** button to continue. The system will attempt to establish communications with the terminal.

Finalize Configuration

Click the **Finish** button to complete the Wizard setup.

When the Wizard completes, the **Attendance Rx Administrator** will launch with a confirmation message. Click the **OK** button to clear the message. You are now ready to begin entering or importing employee information.



Attendance Rx

File View Help

Refresh Print Help

The Employees Section allows you to view all of your employees and their information. You can add a new employee, delete or modify an existing employee. Press enter to save your changes to an employee.

Lastname /	Firstname /	MI	Badge	PIN	Number	Salaried/ Shift	HireDate
						Shift 1	

Setup Wizard Complete

The Attendance Rx Setup Wizard has completed successfully. You are now ready to run the Attendance Rx Administrator.

OK

Enroll Template Save Delete Detail

Logged In: admin