

Time & Attendance Procedures



Information in this Document

The SPS-2000 provides a basic time-keeping system for daily reporting and weekly payroll. This document details the procedures required to set-up and operate the time and attendance features provided with the SAM4s SPS-2000. A detailed explanation of each step listed in the overview is provided.

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Overview

Summary of Program Procedures

1. Set the **S** Mode Memory Allocation options:
 - a. Option #6: # OF TIME ENTRIES PER EMPLOYEE
 - b. Option #29: REPORT SELECTION TABLE (Select Z2 for TIME KEEPING if you wish to accumulate weekly as well as daily time data.)
2. Set the register that holds time in/out data in S-Mode System Options.
3. Set the **P** Mode System Options/Time Keeping Options.
4. Set the **P** Mode Employee Options:
 - a. Set related fields in each employee file.
 - b. Program job codes.
 - c. Program pay rates.
 - d. Review Authority Levels.
5. Set related Report Options and Report Printing Options (**P** Mode).

Summary of Operation Procedures

Daily

Employees must clock-in and clock-out. (Set the maximum number of time entries per employee so that breaks and split shifts are accommodated.)

Active Employee Report

Run an X1 “Clocked In Employees” report (REP Mode/EMPLOYEE REPORTS) to verify that all employees are clocked out. Run and X1 “Time Keeping” All Employees (REP Mode/OTHER REPORTS) to check daily hours.

Time Clock Edits

Edit any incorrect time entries (**REP** Mode/X MODE PGM/TIME CLOCK EDIT/X1/Z1 DAILY EDIT).

End of Day

Clear daily time keeping records (**REP** Mode/OTHER REPORTS/TIME KEEPING, choose Z1).

End of Pay Period (Weekly)

After completion of the weekly pay period, complete a time keeping end of period report. (REP Mode/OTHER REPORTS/TIME KEEPING – Choose Z, Report Level 2) You must complete the end of week report immediately after the last daily report of the week is taken. For example, if your pay period ends on Saturday, you must take the end-of-day report immediately followed by the end-of-period report.

Program Procedures

Memory Allocation

You must set the maximum number of daily time entries per employee (one entry includes both in and out punches) and you must set the number of report levels for the Time Keeping report. Typically, you will choose Z2 level time keeping reports to accommodate daily and weekly reporting. Note the the default setting provides only Z1 time keeping reporting and you must make this adjustment before programming the register.

1. From the **S** Mode MAIN MENU touch MEMORY ALLOCATION to display the **S** Mode MEMORY ALLOCATION Screen.
2. At Page #2, set option #6 to the maximum number of in/out time punches you wish to record in a single day.
3. At Page #5, set option #29, REPORT TABLE SELECTION to allow Z2 TIME KEEPING reports.
4. Touch **OK** to save changes.

The image displays two screenshots of the 'MEMORY ALLOCATION PROGRAMMING' screen. The left screenshot shows Page #5, 'REPORT SELECTION TABLE', with 'TIME KEEPING' selected for Z1 and Z2. The right screenshot shows Page #2, 'MEMORY ALLOCATION PROGRAMMING', with option #6, '# OF TIME ENTRIES PER EMPLOYEE', set to 08.

Left Screenshot (Page #5):

MEMORY ALLOCATION PROGRAMMING					
REMAINING MEMORY IS 3593544 BYTES					
PAGE #1	PAGE #2	PAGE #3	PAGE #4	PAGE #5	PAGE #6
29. REPORT SELECTION TABLE					
FINANCIAL	<input checked="" type="checkbox"/> Z1	<input checked="" type="checkbox"/> Z2	<input type="checkbox"/> Z3	<input type="checkbox"/>	
EMPLOYEE	<input checked="" type="checkbox"/> Z1	<input type="checkbox"/> Z2	<input type="checkbox"/> Z3	<input type="checkbox"/>	
PLU	<input checked="" type="checkbox"/> Z1	<input type="checkbox"/> Z2	<input type="checkbox"/> Z3	<input type="checkbox"/>	
GROUP	<input checked="" type="checkbox"/> Z1	<input type="checkbox"/> Z2	<input type="checkbox"/> Z3	<input type="checkbox"/> Z4	<input type="checkbox"/> Z5
GROUP BY TIME PERIOD	<input checked="" type="checkbox"/> Z1	<input type="checkbox"/> Z2	<input type="checkbox"/> Z3	<input type="checkbox"/> Z4	<input type="checkbox"/> Z5
TIME PERIOD	<input checked="" type="checkbox"/> Z1	<input type="checkbox"/> Z2	<input type="checkbox"/> Z3	<input type="checkbox"/> Z4	<input type="checkbox"/> Z5
TIME KEEPING	<input checked="" type="checkbox"/> Z1	<input checked="" type="checkbox"/> Z2	<input type="checkbox"/> Z3	<input type="checkbox"/> Z4	<input type="checkbox"/> Z5
MIX & MATCH	<input checked="" type="checkbox"/> Z1	<input type="checkbox"/> Z2	<input type="checkbox"/> Z3	<input type="checkbox"/> Z4	<input type="checkbox"/> Z5

Right Screenshot (Page #2):

MEMORY ALLOCATION PROGRAMMING					
REMAINING MEMORY IS 3593784 BYTES					
PAGE #1	PAGE #2	PAGE #3	PAGE #4	PAGE #5	PAGE #6
1. # OF PLU	00120				
2. # OF PLU STATUS GROUPS	0010				
3. # OF PRICE LEVELS PER PLU (1-5)	4				
4. PLU REPORT BY PRICE LEVEL	NO				
5. # OF EMPLOYEES	005				
6. # OF TIME ENTRIES PER EMPLOYEE	08				
7. USE GROUP BY EMPLOYEE	YES				
8. CHECK TRACKING METHOD	50FT				

S-Mode System Options

1. From the S Mode MAIN MENU touch SYSTEM OPTIONS to display the S Mode MEMORY ALLOCATION Screen.
2. At Page #2, set option #9 to the number of the register that will hold the time in/out data.

NOTE: You should perform all time keeping edits and reports at the register where time in/out records are kept.

The screenshot shows the 'S-MODE SYSTEM OPTIONS' screen with four tabs: PAGE #1, PAGE #2, PAGE #3, and PAGE #4. PAGE #2 is selected. The screen displays several options with input fields:

- 8. SEND PLU DESCRIPTOR WHEN POLLED: YES
- 9. REG# HOLDS TIME IN/OUT DATA: 01 (This option is circled in red)
- 10. REG# HOLDS CHECK TRACKING DATA:
 - CHECK#1: 00
 - CHECK#2: 00
 - CHECK#3: 00
 - CHECK#4: 00
- 11. REG# HOLDS BACKUP CHECK TRACK DATA:
 - CHECK#1: 00
 - CHECK#2: 00
 - CHECK#3: 00
 - CHECK#4: 00
- 12. REG# HOLDS KP GLOBAL ORDER#: 00

At the bottom are 'OK' and 'CANCEL' buttons.

P Mode System Options/Time Keeping Options

1. From the P Mode MAIN MENU touch SYSTEM OPTIONS, then touch PAGE DOWN, then touch TIME KEEPING OPTIONS to display the TIME KEEPING OPTIONS Screen.
2. Refer to Time Keeping Option Definitions below to make the appropriate settings.
3. Touch **CLOSE** to exit and save settings.

The screenshot shows the 'TIME KEEPING OPTIONS' screen with the following options and settings:

- 1. OVERTIME HOUR IS USED FOR: DAY
- 2. HOURS PER OVERTIME STARTS: 008
- 3. OVERTIME FACTOR: 1.5
- 4. ENFORCE OUT FOR BREAK OR OUT ENTRY: YES
- 5. TIP REPORTING % OF SALES: 15.0000
- 6. EMPLOYEE TIME-IN/OUT: EMPLOYEE#
- 7. CLOCK IN/OUT EMP. WHEN Z TIME KEEPING REPORT: NO

A 'CLOSE' button is located at the bottom of the screen.

Time Keeping Option Definitions

(1) OVERTIME HOUR IS USED FOR

Select Day or Week for overtime hours.

(2) HOURS PER OVERTIME STARTS

Enter the number of hours that must be worked per day or week before overtime starts. For example, if day, enter 8 hours, or if week, enter 40 hours.

(3) OVERTIME FACTOR

Enter the factor times which the standard pay rate is multiplied to determine overtime pay, i.e. enter 1.5 if rate is time and one half, or enter 2.0 if rate is double time.

(4) ENFORCE OUT FOR BREAK OR OUT ENTRY

When clocking out there is a choice for [OUT FOR BREAK] or [OUT]. If Yes, you must enter the appropriate number for either choice, rather than just pressing ENTER to choose the default.

(5) TIP REPORTING % OF SALES

If Yes, the percentage entered here is calculated and reported on the Employee report.

(6) EMPLOYEE TIME-IN/OUT

Select EMPLOYEE # or CLOCK-IN CODE or FINGERPRINT.

(7) CLOCK IN/OUT EMP. WHEN Z TIME KEEPING REPORT

If Yes, all employees clocked in at the time of the Z Time Keeping report will be clocked out for the report and clocked back in after the report.

P Mode Employee Options

1. From the **P** Mode MAIN MENU touch EMPLOYEE, and then select EMPLOYEE from the EMPLOYEE program selection screen.
2. Touch the EMPLOYEE currently displayed to select the specific employee you wish to program, or use the NEXT RECORD and/or PREV RECORD keys to find the employee you wish to program.
3. Make the following settings as they relate to time keeping:

EMPLOYEE# 1 PROGRAMMING

EMPLOYEE # 1 NAME DAVE

PAGE #1 PAGE #2

SOCIAL SEC #

CLOCK IN CODE 0000000001

OPERATING CODE 0000000001

LINK TO AUTHORITY LEVEL 1

	JOB1	JOB2	JOB3	JOB4	JOB5	JOB6
JOB CODE#	01	02	00	00	00	00
PAY RATE#	01	02	00	00	00	00

OPEN DRAWER# DIRECT(0-2) VIA(3-9) DRAWER PORT 1

PREV. RECORD NEXT RECORD CLOSE

CLOCK IN CODE

Enter a number (up to 10 digits in length) that will be used by this employee to clock in and/or out.

LINK TO AUTHORITY LEVEL

Operations and programs that can be accessed by this employee are determined by selecting an authority level here. Several Time Keeping functions are controlled by authority level. See "Authority Level Program" on page 8 to define specific operations for each authority level.

JOB CODE#/PAY RATE#

An employee might have more than one job, possibly with a different pay rate for each job. For example, in a restaurant, an employee might work as a server one day, and on a different day or shift, work as a cashier. Here you can configure each employee for up to six different job codes and six different pay rates for each employee.

By assigning separate job codes and pay rates for each employee, the built in time clock can track and report hours and wage costs appropriately.

- ## Setting Job Codes and Pay Rates

Authority Level Program

Each employee must be assigned to one of nine authority levels. See "P Mode Employee Options" on page 6 to assign an employee to an authority level. The selections made here for each authority level determine the operations that are allowed for each employee.

For example, in a restaurant an authority level with the descriptor *kitchen help* could be set to allow only clocking in/out, or an authority level with the descriptor *owner* could be set up to allow all functions. Other authority levels could be defined for servers, cashiers and managers that allow only the appropriate functions.

Time Keeping Related Authority Level Options

- (1) CLOCK-IN/OUT ENTRY ONLY
- (2) MUST CLOCK-IN BEFORE SALES
- (3) CAN CLOCK-OUT WITH OPEN CHKS
- (10) CLOCK IN/OUT USING MCR
- (19) ALLOW TIME CLOCK EDIT
- (24) ALLOW JOB CODE EDIT
- (25) ALLOW PAY RATE EDIT
- (32) PAID BREAKS
- (33) MANAGER REQ. FOR CLOCK IN
- (35) JOB CODE CHANGE

If No, the employee can clock on using only the default job code; if Yes, the employee can select of the job code displayed at clock in.

General Printing Options

1. From the **P** Mode MAIN MENU touch SYSTEM OPTIONS, then touch PAGE DOWN, then touch GENERAL PRINTING OPTIONS to display the GENERAL PRINTING OPTIONS Screen.
2. Touch the **Page #2** tab.
3. Review options (6) PRINT RECEIPT WHEN SIGNING ON/OFF and (7)PRINT RECEIPT WHEN CLOCKING IN/OUT. Set to YES or NO to match your preferences.
4. Touch **CLOSE** to exit and save settings.

Report Printing Options

1. From the **P** Mode MAIN MENU touch SYSTEM OPTIONS, then touch PAGE DOWN, then touch REPORT PRINTING OPTIONS to display the REPORT PRINTING OPTIONS Screen.
2. Touch the **Page #2** tab.
3. Review option (13) PRT CLK IN/OUT ON TIME KEEPING RPT. If Yes, each time clock entry will print out on the Time Keeping report. If No, only total hours will print.

4. Touch **CLOSE** to exit and save settings.

Report Options

1. From the **P** Mode MAIN MENU touch SYSTEM OPTIONS, then touch PAGE DOWN, then touch REPORT OPTIONS to display the REPORT OPTIONS Screen.
2. Review option (8) TIME KEEPING: MINUTES / 100 UNITS. If UNITS, fractions of hours are decimal units, if MINUTES, fractions of hours are minutes.
3. Touch the **Page #3** tab.
4. Review option (16) ALLOW Z1 TIME KEEPING REPORT WHEN EMPLOYEES ARE CLOCKED IN. If UNITS, fractions of hours are decimal units, if MINUTES, fractions of hours are minutes. If Yes, the time keeping report can be run when employees are clocked in.
5. Touch **CLOSE** to exit and save settings.

Operation Procedures

Clock In

1. Enter the employee clock in code and touch the **CLK IN/OUT** function key to display the clock in/out window:

The screenshot shows a window titled "CLK IN/OUT #003 3 EMPLOYEE". It displays the date "DATE: TUE 02/21/2006" and time "TIME 09:33". Below this, there are columns for "IN", "--", and "OUT". A list of job codes is shown on the right: "1 SERVER", "2 MANAGER", "3", "4", "5", and "6". A callout points to this list with the text: "Job codes that are available for the employee are displayed." At the bottom are "OK" and "CANCEL" buttons.

2. Touch the job code button for the job you are performing to clock in.
3. Touch **OK** to complete the clock in.

Note: Depending upon system programming, the employee may sign on with their employee number, or their employee clock in code. The employee clock in code may be different than the employee operating code.

Clock Out for Break

1. Enter the employee clock in code and touch the **CLK IN/OUT** function key to display the clock in/out window:

The screenshot shows the same window as before, but the time is now "TIME 10:23". The "IN" column now shows "10:11". A callout points to the "IN" and "OUT" columns with the text: "Clock in and out times for the day". On the right, under the heading "CLOCK OUT", there are buttons for "OUT FOR BRK", "OUT", and several other unlabeled buttons. At the bottom are "OK" and "CANCEL" buttons.

4. Touch the **OUT FOR BRK** key.
5. Touch **OK** to complete the clock in.

Clock In from Break

1. Enter the employee clock in code and touch the **CLK IN/OUT** function key to display the clock in/out window:
2. Touch the job code button for the job you are performing to clock in.
3. Touch **OK** to complete the clock in.

Clock Out for Day

1. Enter the employee clock in code and touch the **CLK IN/OUT** function key to display the clock in/out window:
2. Touch the **OUT** key.
3. Touch **OK** to complete the clock in.

Clock In/Out by Fingerprint

Fingerprint clock in/out requires an optional DIGENT IZZEX FD 1000 Fingerprint identification device. Each employee fingerprint must be recorded in program mode. (Available with version 2.00s or later.)

1. From the **REG** screen, touch the **CLOCK IN/OUT** key.
2. Touch the employee's finger to scanner and touch **MATCH**.
3. The Please Wait message displays while the fingerprint is scanned. If the fingerprint matches, the Clock In/Out screen for the employee is displayed; if the fingerprint does not match, an error message displays.
4. Complete the clock in by selecting a job code and touching **OK**.

Time Clock Edit

If an employee forgets to clock in or out, authorized persons can use the time clock edit function to correct or add time incorrect clock entries.

1. Select the **REP** tab. (Password entry may be required)
2. Touch **X MODE PGM** and then **TIME CLOCK EDIT**.
3. Select the period to be edited, **X/Z (DAILY) EDIT**, or periodic edits, if they are used.
4. Enter the Employee #, touch **OK**. The Time Clock Edit screen displays:

IN	OUT	PAID BRK	JOB#	JOB NAME
00:00	00:00	NO	00	
00:00	00:00	NO	00	
00:00	00:00	NO	00	
00:00	00:00	NO	00	
00:00	00:00	NO	00	

PAGE UP PAGE DOWN SAVE CLOSE

5. Touch the field to be corrected, and then enter the correct time and touch **OK**. Use the **PAGE UP** and/or **PAGE DOWN** keys as necessary to display all records.
6. When corrections are completed, touch **SAVE** to exit with changes saved.

Time and Attendance Reports

Clocked In Employees

This reports lists employees currently clocked in.

1. Touch the **REP** Mode tab.
2. Touch EMPLOYEE REPORTS;
3. Touch CLOCKED IN EMPLOYEES.
4. Touch **PRINT** to print at the receipt printer, or insert an SD card and touch **SAVE** to save the report to the SD card. (The report is saved in .txt format in the folder:

SPS2000/backup/<store name or number>/<REP_date>

5. Touch **CLOSE** to exit the report window.

DATE	02/05/2007	MON
CLOCKED IN EMPLOYEES REPORT		
X1 REPORT		
EMPLOYEE#	NAME	

EMPLOYEE#001	DAVE	
EMPLOYEE#001	SAM	
EMPLOYEE#001	ANNIE	
NO.000026	REB 01 DAVE	TIME 11:30

This reports daily time clock activity for each employee active that day. Take an X report to verify daily hours. Then if necessary, you can use Time Clock Edit to change actual time punches. **YOU MUST CLEAR THE TIME KEEPING END OF DAY REPORT EACH DAY.**

- SPS2000/backup/<store name or number>/<REP_date>

Summary of hours by job
code, regular and overtime
for each employee

Computed time worked is calculated in hundredths of hours or minutes, depending upon system setup.

DATE	02/05/2007	MON
TIME KEEPING REPORT		
Z1 REPORT		0001
EMP#	SSN	NAME
		TIPS
001		DAVE
08:00 - 12:00		MANAGER
13:00 - 17:00		MANAGER
MANAGER	8:00	REG
TOTAL REG	8:00	HR
TOTAL OT	0:00	HR
TOTAL LBR	8:00	HR
		\$0.00
		\$120.00
		\$0.00
		\$120.00
002		RENEE
16:30 - 22:30		ASST MGR
ASST MGR	6:00	REG
TOTAL REG	6:00	HR
TOTAL OT	0:00	HR
TOTAL LBR	6:00	HR
		\$0.00
		\$57.00
		\$0.00
		\$57.00
003		SAM
09:00 - 13:30		KITCHEN
14:00 - 19:30		COUNTER
COUNTER	5:30	REG
KITCHEN	4:30	REG
TOTAL REG	10:00	HR
TOTAL OT	0:00	HR
TOTAL LBR	10:00	HR
		\$0.00
		\$75.00
		\$0.00
		\$75.00
004		ANNIE
10:00 - 14:00		KITCHEN
15:00 - 19:00		COUNTER
COUNTER	4:00	REG
KITCHEN	4:00	REG
TOTAL REG	8:00	HR
TOTAL OT	0:00	HR
TOTAL LBR	8:00	HR
		\$0.00
		\$60.00
		\$0.00
		\$60.00
COUNTER		
REG	9:30	HR
OT	0:00	HR
TOTAL LBR	9:30	HR
		\$71.25
		\$0.00
		\$71.25
KITCHEN		
REG	8:30	HR
OT	0:00	HR
TOTAL LBR	8:30	HR
		\$63.75
		\$0.00
		\$63.75
ASST MGR		
REG	6:00	HR
OT	0:00	HR
TOTAL LBR	6:00	HR
		\$57.00
		\$0.00
		\$57.00
MANAGER		
REG	8:00	HR
OT	0:00	HR
TOTAL LBR	8:00	HR
		\$120.00
		\$0.00
		\$120.00
TOTAL		
REG	32:00	HR
OT	0:00	HR
TOTAL LABOR	32:00	HR
TOTAL TIPS	\$0.00	TIP%
		\$0.00
NO.000022	REG 01 DAVE	TIME 10:51

Time Keeping Period

This reports daily time clock activity for each employee active in the current pay period.

1. Touch the **REP** Mode tab.
2. Touch OTHER REPORTS;
3. Select **X** or **Z**, and then select Report Level "2".
4. Touch TIME KEEPING.
5. If you wish a report for an individual employee, open the employee selection list and select the individual employee you wish to report. The ALL EMPLOYEE selection is default.
6. Touch **OK** to view the report.
7. Touch **PRINT** to print at the receipt printer, or insert an SD card and touch SAVE to save the report to the SD card. (The report is saved in .txt format in the folder:

SPS2000/backup/<store name or number>/<REP_date>

8. Touch **CLOSE** to exit the report window.

DATE	02/06/2007	TUE
TIME KEEPING REPORT		
X2 REPORT		0001
EMP#	SSN	NAME
001		DAVE
MANAGER	16:00	REG
TOTAL REG	16:00	HR
TOTAL OT	0:00	HR
TOTAL LBR	16:00	HR
		\$0.00
		\$240.00
		\$0.00
		\$240.00

MANAGER	16:00	HR
REG	0:00	HR
OT	16:00	HR
TOTAL LBR		
		\$240.00
		\$0.00
		\$240.00
TOTAL	16:00	HR
REG	0:00	HR
OT	16:00	HR
TOTAL LABOR		
TOTAL TIPS	\$0.00	TIP%
		\$0.00
NO.000011	REG 01	DAVE
		TIME 14:17