

Time Q & Time Q+Plus

TIME & ATTENDANCE SYSTEMS



ELIMINATES THE NEED FOR TIME CARDS
swipe and go



Time Q

Stand Alone Time & Attendance System

BENEFITS

The time and attendance solution for small businesses. The Time Q is fully functional as a stand-alone terminal when connected directly to an 80 column printer.

FEATURES

- 120 employee capacity
- Punch status displayed on each swipe
- Twelve shifts/schedules
- Stand alone only—**will not interface with PC**
- Two classes of overtime
- 7th day overtime
- Automatic daylight savings time

AVAILABLE REPORTS

- Hours summary
- Who's in, who's out
- Employee profiles
- Time cards
- Clock rules

SPECIFICATIONS

Width: 8.7"

Height: 6.1"

Depth: 2.3"

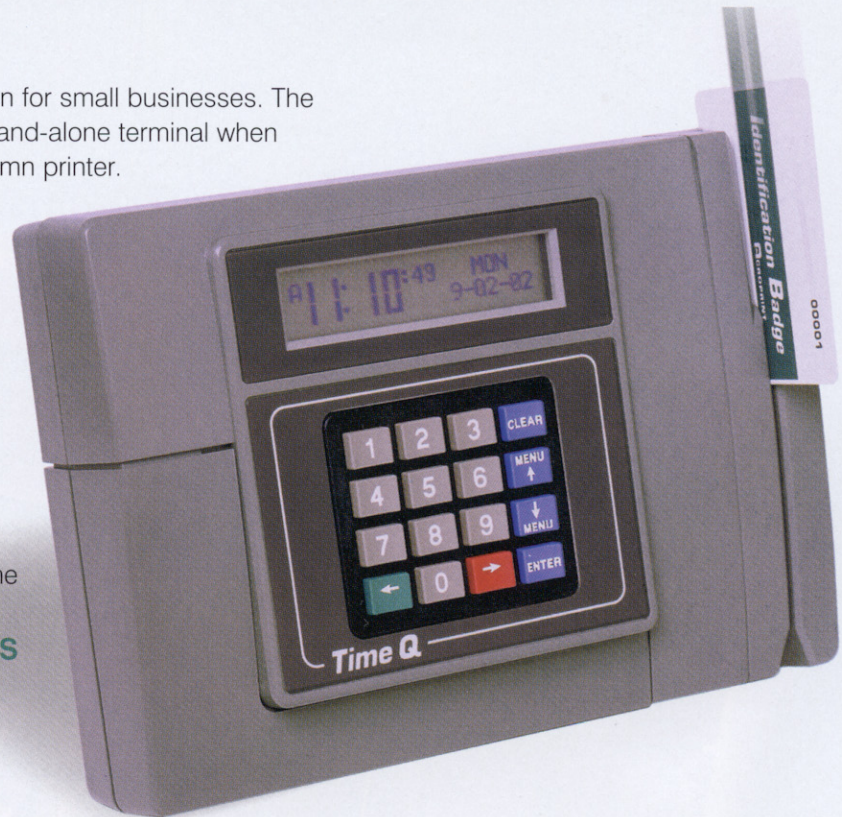
Shipping weight: 4 lbs.

Operating temperature: 32 - 122°F

Power input: 120 VAC, 50/60 Hz.

ACCESSORIES

- Extra badges numbered 51-100, 101-150
- Badge racks



EMPLOYEE TIME CARDS REPORT

TIME CARDS : SELECTED EMPLOYEES		2/13/02 10:46 AM		PAGE 1		T
-----						I
ADAMS, LINDA #000000121 SHIFT-01 PAY PERIOD ENDING - 2/09/02						M
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 : 1
						0:00 OT1 : 4
						0:00 OT2 : 6
-----						A
PAY PERIOD:	HOURS	(+/-) EDITS	TOTAL	ADJUSTED		M
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						

Time Q+Plus

PC Interface Time & Attendance System

PC INTERFACE ALLOWS

- Punch editing from PC
- Easy entry of employee data, clock rules, and shift/schedule rules via the computer
- Signal control to activate up to 24 daily signals. Each signal has a variable duration and may be set by the day of the week.
- "Detail" feature explains punch calculations while editing
- Allows for archiving data to diskette

MINIMUM PC REQUIREMENTS

- IBM® PC compatible computer, Pentium® or higher processor, with a minimum of 4 MB of RAM
- Microsoft® Windows™ 95, 98, 2000, Windows™ NT
- 1MB available hard disk space
- 3.5" floppy disk drive
- Available serial port

Microsoft® Windows™ is a registered trademark of Microsoft Corp. IBM® is a registered trademark of International Business Machines.

REPORTS

- Quickly preview reports on your PC monitor
- All reports can be sorted by name, badge number, employee number, or shift
- You can send reports to an 80 column printer, the computer printer, PC screen, or an ASCII file

DATA EXPORT

- Time Station software allows for a seamless solution from time and attendance to payroll with data export.

ACCESSORIES

- Extra badges numbered 51-100, 101-150
- Badge Racks
- Signal - 85 dBs at one foot

DISPLAY SHOWS

- Employee hours worked on each swipe



Time Q+Plus

EDITING

Punch Editor

Employee: JONES, JAMES Pay Period: Current Previous

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

Buttons: Insert, Delete, Details..., Edit Totals..., Print, Close, Help

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

REPORTS

Reports

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: 1

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

Buttons: View, View Queue..., View File, Close, Help, Select All

- The Time Q+Plus 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 computer printer, PC screen or an ASCII file.

DATA EXPORT

Data Export

Output Format

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

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

Buttons: Export, Close, Help

- The Time Q+Plus software allows for a seamless solution from time and attendance to payroll with data export.
- Exports to the following payroll programs:

- **QuickBooks Pro 2000**®
- **PrimePay**®
- **PAYCHEX**® 2.0
- **PAYLINK**® 5.0
- **ADP**®
- **Peachtree Complete Accounting**® 7.0
- **Generic ASCII**

Contact Your Acroprint Dealer For Complete Details and Pricing



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To punch in with Acroprint:

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FAX: 919-850-0720

E-MAIL: sales@acroprint.com • www.acroprint.com

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