

# POWERFUL TOOLS TO MANAGE YOUR BUSINESS



Amano Cincinnati puts timely **Labor Data at your fingertips** with TruTime, a complete time & attendance system that automates the collection, calculation and preparation of data for your payroll. TruTime also provides you with powerful tools to analyze your labor and payroll costs and increase efficiency of your operations.

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TruTime **simplifies payroll preparation**. With a few simple keystrokes, your payroll manager can collect In/Out Punches from your data collection terminal(s), generate Exception Reports for supervisor review, Edit Data, and create a Payroll Interface File for use with your payroll software or service

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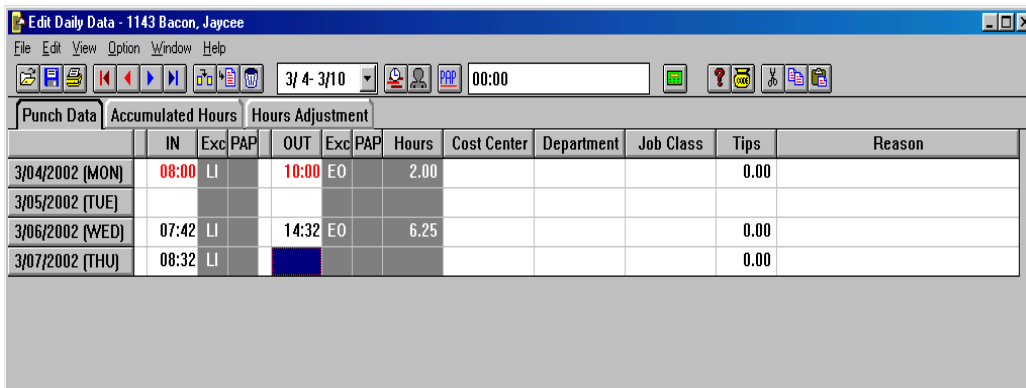
TruTime calculates hours based on **schedules** that you can create quickly and easily using features such as global scheduling and advance scheduling. You can even setup an Auto-Schedule that will automatically apply the appropriate schedule based on the first IN punch.

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TruTime stores your attendance data for fast and easy history reporting whenever you need it. It Displays past exceptions or hours in a grid so you can easily spot trends by employee, department, cost center or job class.

## **EFFICIENT**

- Download clock and program parameters to the data collection terminal from the PC
- Download personal Messages, Hours Worked, and Benefit Time to the Data collection terminal from the PC for viewing by the employee at the MTX terminal
- Make Edits to one employee or group
- Backup, Archive, and Restore data quickly and easily



The screenshot shows a Windows-style application window titled "Edit Daily Data - 1143 Bacon, Jaycee". The interface includes a menu bar (File, Edit, View, Option, Window, Help), a toolbar with various icons, and a data table. The table has tabs for "Punch Data", "Accumulated Hours", and "Hours Adjustment". The "Punch Data" tab is active, displaying a table with columns for date, IN, Exc, PAP, OUT, Exc, PAP, Hours, Cost Center, Department, Job Class, Tips, and Reason. The data rows are for dates 3/04/2002 (MON), 3/05/2002 (TUE), 3/06/2002 (WED), and 3/07/2002 (THU). The 3/07/2002 (THU) row is highlighted in blue.

	IN	Exc	PAP	OUT	Exc	PAP	Hours	Cost Center	Department	Job Class	Tips	Reason
3/04/2002 (MON)	08:00	LI		10:00	EO		2.00				0.00	
3/05/2002 (TUE)												
3/06/2002 (WED)	07:42	LI		14:32	EO		6.25				0.00	
3/07/2002 (THU)	08:32	LI									0.00	

Punch Edit Screen

## **USER-FRIENDLY**

- True Windows user interface
- One Step Export of Data to any file type
- Extensive On Line Help
- Auto-Report processing lets you run all your reports when you want.

## **FLEXIBLE**

- Ability to customize menus
- Accommodates different hourly rates  
For overtime, shift differentials and other  
Pay types
- Single or Multiple User database
- Ability to pay to schedule
- Optional Punch at PC Module
- Optional Mobile Punch software for Palm Pilots
- User-definable fields lets you customize employee information and run reports based on these fields

# TIME CARD REPORT

Period: From 3/04/02 To 3/10/02

## Time Card Report

3/09/02 1:30 PM

Date	Day	IN	Code	OUT	Code	Cost Center	Department	Job Class	Pay Z. Cost C.	Hours	Total
<b>Employee #: 1143</b>				<b>Name: Bacon</b>		<b>Jaycee</b>		<b>Badge #: 100000127</b>			
3/04/02	MON								ST 1	2.00	2.00
		8:00 AM*	LI	10:00 AM*	EO						
3/05/02	TUE								ST 1	30.00	37.00
									OT 1	7.00	
3/06/02	WED								OT 1	5.75	6.25
									1	0.50	
		7:42 AM	LI	2:32 PM	EO						
3/07/02	THU								1	7.50	7.50
		8:32 AM	LI	11:00 AM*			HULL # 326				
		11:00 AM*		1:00 PM*			HULL # 311				
		1:00 PM*		4:30 PM*							
3/08/02	FRI										
		6:00 AM*									
3/09/02	SAT								VAC 1	8.00	8.00

**Employee Total**

VAC 16.00 OT 12.75 ST 32.00

Signature \_\_\_\_\_ Date \_\_\_\_\_

*VAC 16.00 OT 12.75 ST 32.00*

**VAC 16.00 OT 12.75 ST 32.00**

# LABOR ANALYSIS REPORT

## Labor Analysis Report

Period: From 8/04/02 To 3/10/02

Department#: 311 00292600311-HULL # 311

Employee	Badge ID	Description	Pay Code	Hours
1143	100000127	Bacon, J	ST S.T. HOURS	2.00

Total for Employee 1143	2.00
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Department Total: 00292600311-HULL # 311 2.00

Department#: 326 00292600326-HULL # 326

Employee	Badge ID	Description	Pay Code	Hours
1143	100000127	Bacon, J	ST S.T. HOURS	2.50

Total for Employee 1143	2.50
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Department Total: 00292600326-HULL # 326 2.50

Department#: 330 00292600330-HULL # 330

Employee	Badge ID	Description	Pay Code	Hours
1143	100000127	Bacon, J	ST S.T. HOURS	11.25
			VAC VACATION	8.00

Total for Employee 1143	19.25
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Department Total: 00292600330-HULL # 330 19.25

Grand Total: 23.75

# IT'S EASIER THAN YOU THINK

## See how easy Payroll Preparation can be ----

- Employees swipe In/Out at the MTX Series Data Collection Terminal.
- TruTime calculates hours Quickly and accurately.
- Supervisors or Department Heads Review daily or weekly reports for Corrections and verification.
- Payroll Manager edits hours data where necessary.
- TruTime creates payroll interface file for accurate and timely paycheck generation.

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Carpenter's Time Systems has been providing companies with Productivity Solutions, since 1962.

Supplied By...



1230 Washington Blvd.  
Beaumont Texas 77705

Tel: (409) 838-5391 Fax: (409) 838-4966  
Toll Free (888) 838-5391