

The Simple Solution



Time Q + Plus™

TIME AND ATTENDANCE
Badge System

Eliminates buying, preparing and calculating employee time cards.

The Time Q + Plus is a complete time and attendance system designed for small businesses. Use it with or without a personal computer.

Employees just swipe their badges to punch in or out. Connect the terminal directly to an 80 column printer to run

time cards and reports, or use the personal computer interface for Microsoft® Windows™ to print reports. The system includes 50 employee badges, 2 supervisor badges, PC Interface for Windows, 50 feet of cable and a 9 pin adaptor.

Features:

- 120 Employee Capacity
- 12 Shifts (Schedules)
- Handles Weekly, Bi-Weekly, Semi-Monthly, or Monthly Pay Periods
- Offers two Levels of Daily or Weekly Overtime
- Maintains time with AC power off
- Automatic Daylight Savings Changes
- Automatic Month/Date Change
- Offers High Security Encoded Badges
- Prints Totals in Minutes or Hundredths
- Stand Alone Operation - Can be used without a PC

Features with PC Interface:

- Allows for easy entry of employee data, shift and clock rules via the computer
- Quick Review of Reports at Monitor
- Edit Employee Punches at PC
- Export to Selected Payroll Packages
- Signal Control with Calendar and Variable Duration (up to 24 signals)
- Data can be Saved to Text File

Employees See Their Hours Worked

Employee's daily and pay period hours worked are displayed at terminal on all punches.



Available Reports:

- *Time Cards* – Print individual employee time cards showing in and out punches
- *Hours Summary* – Print summary of hours worked by individual, by all employees or by shifts
- *Who's In, Who's Out* – Quick check to see which employees have punched in and who is out
- *Employee Profiles* – Print list of employee's name, employee number and shift and badge assignment

More Than Just A Time Clock. . . *Time Q + Plus*

Employee Time Cards and Hours Summary reports show accurately hours worked by employees.

Employee Time Cards

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

Hours Summary Report All Employees

NAME	NUMBER	REGULAR	REGULAR	OVERTIME 1	OVERTIME 2
JONES, JAMES	00000123	0000	00	40:00	0:00
SMITH, ROBERT	00000124	0010	02	40:00	0:00
WILSON, CAROL	00000125	0015	03	40:00	0:00
DAVIS, JANE	00000126	0020	04	40:00	0:00
THOMAS, PATRICIA	00000127	0025	05	40:00	0:00
ANDERSON, JOHN	00000128	0030	06	40:00	0:00
ROBERTS, MARY	00000129	0035	07	40:00	0:00
WALKER, DAVID	00000130	0040	08	40:00	0:00
PERKINS, LARRY	00000131	0045	09	40:00	0:00
COOPER, KEITH	00000132	0050	10	40:00	0:00
ELLIOT, DAVID	00000133	0055	11	40:00	0:00
HOLLAND, JERRY	00000134	0100	12	40:00	0:00
JONES, JAMES	00000135	0105	13	40:00	0:00
MARTIN, LESLIE	00000136	0110	14	40:00	0:00
SMITH, WILLIAM	00000137	0115	15	40:00	0:00
STORY, JAMES	00000138	0120	16	40:00	0:00
TAYLOR, LEIGH	00000139	0125	17	40:00	0:00
THOMAS, PATRICIA	00000140	0130	18	40:00	0:00
WILLIAMS, CINDY	00000141	0135	19	40:00	0:00
WILSON, MARY	00000142	0140	20	40:00	0:00
WOOD, KENNETH	00000143	0145	21	40:00	0:00

The Time Q + Plus PC interface allows punch editing, data export, signal control (signal not included) and other time saving features.

Editing:

PUNCH	DATE	TIME	IN/OUT	HOURS	DAY TOTAL	WEEK TOTAL
	Mon Mar 31	9:00AM	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	9:00AM	In			
	Tue Apr 01	12:00PM	Out	4:00	Tue 4:00	12:00 Reg 0:00 OT1 0:00 OT2

Time Q + Plus allows for employee punch editing using the PC interface. Changes are tagged and stored and can be printed. Total hours worked may be edited at the terminal using a Supervisor's Badge.

Data Export:

Data export to major payroll processors is included in the PC Interface Program. Contact your local processor for more information on their requirements. A generic ASCII file may be created to export data to other programs.

Accessories:

- Extra Badges
- Badge Racks
- Signal – 85 dBs

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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

Terminal 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. (2.85 kg)
- Operating Temperature: 0 - 50°C (32 - 122°F)
- Power Input: 120 VAC, 50/60 Hz.

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

HOURS SUMMARY : ALL EMPLOYEES

2/13/97

9:44 AM

PAGE 1

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PAY PERIOD ENDING: 2/09/97

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NAME	NUMBER	BADGE	SHIFT	REGULAR	OVERTIME 1	OVERTIME 2
ADAMS, LINDA	000000121	0005	01	40:00	0:00	0:00
ELLIS, STEVEN	000000176	0015	02	40:00	0:00	0:00
JOHNSON, CAROL	000000160	0017	03	40:00	1:00	0:00
JONES, JAMES	000000207	0006	02	40:00	0:00	0:00
MARTIN, LARRY	000000213	0011	01 *	32:00	0:00	0:00
SMITH, ROBERT	000000189	0032	01	40:00	2:00	0:00
TAYLOR, ROBERT	000000151	0023	03	40:00	0:00	0:00
THOMAS, KATHERI	000000100	0002	01	32:00	0:00	0:00
TUCKER, DONALD	000000202	0016	03	40:00	0:00	0:00
WEBSTER, BETTY	000000175	0003	01	40:00	0:00	0:00
WILLIAMS, MARTI	000000110	0007	01 *	36:00	0:00	0:00
WILSON, MELVIN	000000182	0012	02	40:00	0:00	0:00

REGULAR	OVERTIME 1	OVERTIME 2
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PAY PERIOD TOTAL HOURS:

* 460:00	3:00	0:00
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PAY PERIOD STATUS: COMPLETE

TOTAL EMPLOYEES: 12/12

SYSTEM INFORMATION:

LAST CHANGE: 2/10/97 12:07 PM

SOFTWARE REVISION: TIME Q + PLUS - VERSION 2.00

..... END HOURS SUMMARY:ALL 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

Data Export



Output Format

- GENERIC ASCII File
- GENERIC ASCII File
- Time + Plus Import File**
- ADP Import File
- Paychex Import File

Previous Ending March, 30, 1996

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