TimeForce II

Employee Guide

Qqest
software systems

Time Force II Employee Guide

P.O. Box 860, Sandy UT 84091-0860
Telephone (801) 262-1611
Printed in the United States of America

Compiled Date: November 18, 2008

SOFTWARE LICENSE AGREEMENT

READ CAREFULLY BEFORE USING THE SOFTWARE

This is a legal agreement between you, as licensee, and Qqest Software Systems, Inc. ("Qqest"). BY USING THIS SOFTWARE, YOU ACCEPT THE TERMS OF THIS AGREEMENT.

<u>Qqest grants you a nonexclusive license to use this copy of this Qqest software program (the "Software") on a single computer at a time. You may not install or use this software, or allow it to be installed or used, on more than one computer or workstation at the same time. However, if you have purchased a network or multiple user license, you may simultaneously load and use as many copies of this Software as are authorized by such license.</u> You may also store or install a copy of the Software on a storage device, such as a network server, used only to install or run the Software on your other computers over an internal network; however, you must acquire a separate license for each computer on which the Software is concurrently installed or run from the storage device. You may make a backup copy of the Software for each license. For information about quantity purchases, please call Qqest at 1-800-733-8839. No refunds or returns will be made. Exchanges will be made for defective products.

You may not duplicate any part of the Software or the accompanying manual or other documentation (collectively, the "Product") in any form without the written permission of Qqest, except as expressly permitted by this Agreement. You may not distribute, rent, sublicense, time share, lease, or otherwise make available to others, the Product or any copies thereof. You may not modify, translate, adapt, dissemble, decompile, reverse engineer or create derivative works of the Product. Qqest reserves all rights not expressly granted in this Agreement.

Limited Warranty and Limitation of Liability. Qqest warrants that the Product substantially conforms to the specifications contained in Qqest's packaging and promotional materials for a period of 90 days from the date of purchase. This warranty assumes the Product has had normal use and service and that it has been properly installed in accordance with the instructions supplied with the Product. This warranty is non-transferable.

In order to obtain warranty service, you must call the Qqest Warranty Department at 1-800-662-5044. Any Product in warranty returned to Qqest will, at Qqest's option, be repaired or replaced and the Product returned to you (freight prepaid). Qqest's sole obligation and liability for breach of the foregoing warranty shall be to replace or correct the Product so that it substantially conforms to the Specifications or to replace the defective media, as the case may be. This warranty gives you specific legal rights and you may also have other rights which vary from state to state. Extended Service Warranty agreements can be purchased by calling Qqest Extended Service at 1-800-733-8839.

Qqest has carefully prepared, tested and inspected the written materials and disk(s) that comprise this Product. Nevertheless, the manual or disk(s) may contain errors or defects. As such, Qqest sells this Product **AS IS**. EXCEPT AS SPECIFICALLY SET FORTH IN THE LIMITED WARRANTY

ABOVE, QQEST DISCLAIMS ALL WARRANTIES OF QUALITY, PERFORMANCE, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR APPLICATION. QQEST AND THOSE ASSOCIATED WITH THIS PRODUCT SHALL NOT BE HELD LIABLE TO YOU OR TO ANY OTHER PERSON OR ENTITY FOR ANY SPECIAL, PUNITIVE, INCIDENTAL, CONSEQUENTIAL OR INDIRECT DAMAGES WITH RESPECT TO ANY LIABILITY, LOSS, DAMAGE CAUSED OR ALLEGED TO BE CAUSED, DIRECTLY OR INDIRECTLY, BY THIS PRODUCT, INCLUDING LOSS OF USE, LOST PROFITS OR DATA, OR LOSSES FROM BUSINESS INTERRUPTION. Without limiting the forgoing, Qqest shall not be liable for any loss or damage to person or property from misuse, neglect, alteration or improper installation of the Product.

U.S. Government Restricted Rights. The Software and any accompanying materials are provided with Restricted Rights. Use, duplication, or disclosure by the U.S. Government is subject to restrictions as set forth in subparagraph (c) (1) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (c) (1) and (2) of the Commercial Computer Software — Restricted Rights at 48 CFR 52.227-19, as applicable. Contractor/manufacturer is Qqest Software Systems, Inc., 9350 South 150 East Suite 300, Sandy, Utah 84070.

Choice of Law, and Forum, Consent to Jurisdiction, Severability, Attorney's Fees. By accepting the terms of this Agreement, you agree to the following: (1) this Agreement shall be construed in accordance with the laws of the State of Utah; (2) should any dispute arise concerning this Agreement and/or your use of the Product, venue shall be laid in Salt Lake County, Utah; (3) Utah state and federal courts shall have exclusive jurisdiction over any dispute concerning this Agreement and/or your use of the Product, and the parties hereby consent to the jurisdiction of such courts; and (4) if any provision of this Agreement is deemed invalid or unenforceable, that provision shall be severed and the remainder of this Agreement shall remain in full force and effect.

General Provisions. If you breach any of the terms of this Agreement, it automatically terminates and you must destroy all copies of the Software and documentation. You may permanently transfer this Product to another person only if all copies, including any prior and updated versions, are transferred together and the Transferee agrees to the terms of this Agreement. If the Product is an upgrade from a previous version of the Product, you may use either the current or prior version of the Product. However, both versions may never be used at the same time. This Agreement supersedes any prior version license agreement.

Printed in the United States of America

Table of Contents

Introduction

Self Service users can log into the TimeForce II system from any machine that has access to the program database. Simply enter the user name and password assigned to you by the TimeForce administrator, and enter the Company Code.
Note: The Company Code is global for *all* users logging into the program.

Employee users have access to the following sections of the TimeForce II program:

- **Time Cards:** This section of the program is where time and attendance punches and hours and earnings totals for each pay period are displayed.
- **Reports:** This section of the program allows you to generate comprehensive reports deailing your Time Card information.
- **Employee:** This screen allows users to view the employee profile, pay policy and position/salary information assigned to you.

Preferences

The “Preferences” link in the upper right-hand corner of the screen allows you to specify user options. From here you can change your login password, email address, and specify various display options.

- The **Role** field displays your user "type" (as in "Admin," "Employee," "Supervisor," etc.). This field is not editable.
- The **User** field displays the user name that is used when logging into the system. This field is not editable. Only an "Admin" level user can edit Self Service user names.
- The **Password** field allows you to specify a password that you will use when logging into the system.
- When changing your login password you are required to re-type the chosen password into the **Confirm Password** field.
- Certain program functionality allows for the option of email notification. Enter the **Email** address to be used by the system.

- The **Start Tab** is the screen that will open by default upon login to the system. Make the desired selection from the drop-down menu.
- Select the appropriate **Culture** from the drop-down menu.
- The **Last Logged In** field displays the date and time of the last time that this user was logged into the system, and is not editable.
- Select the desired **Hours Format** from the drop-down menu. The available options are "Decimal Hours" and "Hours and Minutes."
- The **Decimal Places** field allows you to select the number of decimal places to be displayed in hours totals. The system uses a default of two decimal places.

Click on the [UPDATE] icon to save the changes that you have made.

Entering Punches

Self Service users can clock in or out for the day using either a physical time clock, or direct punch entry from within the TimeForce II program.

Time Clock Punch Entry

The instructions for punching at a clock vary slightly depending on the model of clock being used.

ETC 100 Model

1. Ensure that the green READY light on the clock face is illuminated.
2. Hold the time card with the magnetic strip facing right.
3. Quickly and evenly slide the card through the card reader slot from top to bottom.
4. If the card was swiped correctly, the card number appears briefly on the display, a short beep sounds, and the READY light flashes. If the card was not swiped correctly, three beeps sound, the card number does not appear on the display, and the red WAIT/ERROR light comes on. If the READY light returns after the WAIT/ERROR light stops blinking, swipe the card again. If the WAIT/ERROR light remains on, the system is not ready to accept card swipes.

IQ 300, 400 or 500 IntelliClock

1. Ensure that the display panel on the clock reads “READY.”
2. If you are using magnetic time cards, hold the card with the magnetic strip facing right. If you are using cards with barcodes, hold the card with the barcode facing left.
3. Quickly and evenly slide the card through the card reader slot from top to bottom.
   Note: Proximity time card users need only hold their time card up to the target located on the right of the face of the clock.
4. The display panel shows the card number of the card just swiped, and reads

   MAKE SELECTIONS
   THEN PRESS “ENTER”

5. Press the <ENTER> key on the clock keypad to complete the punch entry.

IQ 1000 IntelliClock

1. Ensure that the clock display is showing the logo screen with the time displayed at the bottom.
2. If you are using cards with magnetic strips, hold the card with the magnetic strip facing right. If you are using cards with barcodes, hold the card with the barcode facing left.
3. Quickly and evenly slide the card through the card reader slot from top to bottom. If you are using direct keypad entry, type the card number into the clock keypad and press <ENTER>. The display panel shows the card number and reads:

   READING FINGER
   PUT FINGER
   ON SENSOR

   Note: The Biometric unit on an IQ 1000 is optional. Finger template steps do not apply to a clock with no Biometric unit.
4. Place your finger on the IQ 1000 template reader. To ensure correct placement, the first joint of the finger should be placed against the raised ridge at the base of the reader screen, and place the fingertip firmly against the screen. Once your template has been verified, the following message is displayed:

   CHOOSE:
   DEPT
   JOBS IN/OUT
   TIPS LUNCH/BREAK
   ENTER TO ACCEPT

   Note: The available options on this screen depend on which features are enabled on your clock. For instance, if you do not have the "IN/OUT" keys enabled, then the option for IN/OUT will not appear on this screen.
5. Press the <ENTER> key to complete the punch entry.

V800/V850 Velocity Clocks

1. Check to see that the clock display reads “Ready” with the date and time displayed at the top of the screen.
2. Enter your card number at the clock keypad and press <ENTER>. The display panel shows the card number and reads:

   CARD #[X]

   READING FINGER ID

   PUT FINGER

   ON SENSOR
3. Place your finger on the template reader. To ensure correct placement, the finger should be placed with the first joint of the finger against the raised ridge at the base of the reader screen, and with the fingertip pressed firmly against the screen. Once your finger ID has been verified, the following message is displayed:

   ID [X] CHOOSE

   IN/OUT

   ENTER = ACCEPT
4. Press the <ENTER> key to complete the time & attendance entry.

Self Service Punch Entry

Employee users can enter punches into the system from within the TimeForce software. Punches entered this way are identical to punches entered at a time clock.

Click on the 

icon in the upper right-hand corner of the screen. The **Punch** screen opens at the top of the screen.

- The **Punch** field displays the time of the punch. This field is not editable.
- The **Date** field displays the date of the punch. This field is not editable.
- The **Do Not Round** setting is for Administrator/Supervisor use only, and is not available for Employee users.
- The **Transfer** setting allows you to specify that this punch is a department transfer punch.

- Select the **Type** from the drop-down menu (as in "Normal," "Lunch" or "Break").
- The **Mode** field allows you to specify the punch as "In" or "Out." With the "Auto" option selected, the system will automatically determine the punch mode based on the order of the punches on the Time Card.
- Enter any desired **Notes** about the punch entry. There is a maximum of 150 characters.

Click on the [CREATE] icon to add the punch. Click on the [CANCEL] icon to cancel the changes that you have made.

Verifying Time Cards

Employee users have the ability to verify their own time cards in the system.

A pay period can only be verified once it has ended. If the notification option on the verification policy is enabled, the system will notify you upon login to the system that there is a completed pay period awaiting verification.

From the Time Card screen, the **View** setting in the upper left-hand corner of the screen is set to "Weekly" by default. Select the pay period view from the drop-down menu (as in "Bi-Weekly," "Semi-Monthly," etc.).

The Time Card screen is shown in a table format, with each column representing a day of the week. The column on the left-hand side of the screen shows the row headers. The time clock punches, total hours, pay codes, grand totals, etc. are all displayed as rows in the table.

The main body of the table displays your punches under the days of the week headers. The punches are totaled under the **Accumulated Hours** section of the screen. Any totals assigned to a pay code are displayed under the **Pay Codes** section of the screen. Hours are totaled under the **Grand Totals** header.

If you are assigned to a schedule in the system, scheduled hours are displayed under the **Schedule** section of the screen.

The hours and earnings totals for the displayed date range are displayed in the box in the lower right-hand corner of the screen.

The **Verification** section is displayed at the bottom of the screen below the hours totals. To verify the pay period, you must click on the box under the **Verification** section of the screen. A green check mark appears, denoting that the pay period has been verified.

Index