

TIME & ATTENDANCE for Windows™

TAW32 (Time & Attendance for Windows) software simplifies the retrieval, compilation and reporting of payroll attendance data that has been collected by the Computerwise TT-CLOCK, any of the ET10x family of Ethernet Workstations, the EC205 Ethernet Clock, or other compatible data collection devices.

Operation

The TT-CLOCK (or any of the other compatible data collectors) collects the raw transaction records containing the employee's ID number along with the time and date stamps and stores this data in its memory (The ET10x may also be configured to store data on your server). This event data is uploaded by TAW32 at the direction of the operator and is sorted and correlated by TAW32 and stored in the time transaction database file. TAW32 maintains this transaction database as well as a separate employee, department, and work order database files. Manual corrections and changes to the collected data can be made by the operator after the data is posted to the database and reports can then be displayed and/or printed.

System Requirements

TAW32 requires a Win9x PC with at least 4Mbytes of RAM memory, and 10Mbytes of hard disk capacity. Using a TT-CLOCK or Portable Data Collector, requires a COM1 or COM2 serial port, or if using an EC205, a 10BaseT Ethernet NIC. is required.

Functionality

TAW32 can perform the following functions under operator direction:

1. **Enter, edit, and delete** employee, department, work order and time transaction data.
2. **Upload** employee/department/work order/time transactions from the data collection device (TT-CLOCK, or other compatible data collector).
3. **Import and export** employee, department, and transaction data.
4. **Create, display, and print** transaction reports including:
 - Employee detailed time transaction report
 - Employee summary time report
 - Detailed department transaction reports
 - Detailed work order time transaction report
 - Summary department time report
 - Summary work order time report
5. **Backup and restore** employee, department and transaction database files.
6. **Execute** a user-defined post-processing program which can be used to manipulate the output data file created by TAW32 and produce an import file for one of the many payroll programs.



Time & Attendance for Windows

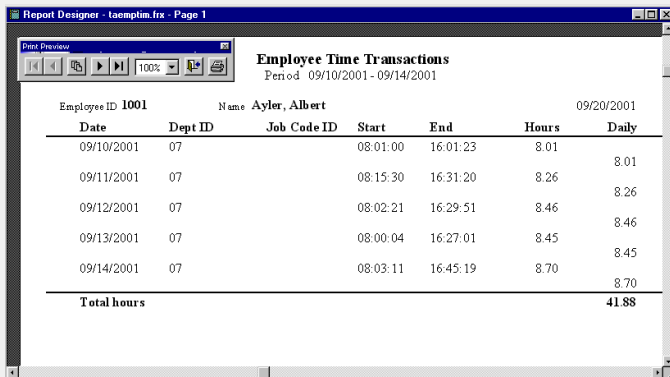
Input Devices

The TAW32 is compatible with several ComputeWise data collection devices including the TT-CLOCK, EC205, TT7C, ET10x and the PDS-1. Contact Computerwise for more information on any of these devices.

TAW32 Report Outputs

All reports under TAW32 can be presented on the display or printed. All time values are in hours and decimal 100ths of an hour.

Employee Time Transactions



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Employee Time Transactions
Period 09/10/2001 - 09/14/2001

Employee ID 1001 Name Ayler, Albert 09/20/2001

Date	Dept ID	Job Code ID	Start	End	Hours	Daily
09/10/2001	07		08:01:00	16:01:23	8.01	8.01
09/11/2001	07		08:15:30	16:31:20	8.26	8.26
09/12/2001	07		08:02:21	16:29:51	8.46	8.46
09/13/2001	07		08:00:04	16:27:01	8.45	8.45
09/14/2001	07		08:03:11	16:45:19	8.70	8.70
Total hours					41.88	

The Employee Time Transaction Report can be generated for a single employee or a range of employees. Each employee's time is totaled for the requested period of days.

Department by Employee



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Department by Employee
Period 09/10/2001 - 09/14/2001

10/17/2001

Dept ID	F1	Dept Name	Production	Dept Code	Prod	Hours
Employee ID	1001	Ayler, Albert				41.88
Employee ID	1005	Jarvis, Clifford				35.98
Total hours						77.86

Dept ID	F2	Dept Name	Shipping	Dept Code	Ship	Hours
Employee ID	1002	Brown, Marion				41.58
Employee ID	1003	Capp, Bobby				21.14
Employee ID	1008	Donald, Barbara				29.44
Total hours						92.16

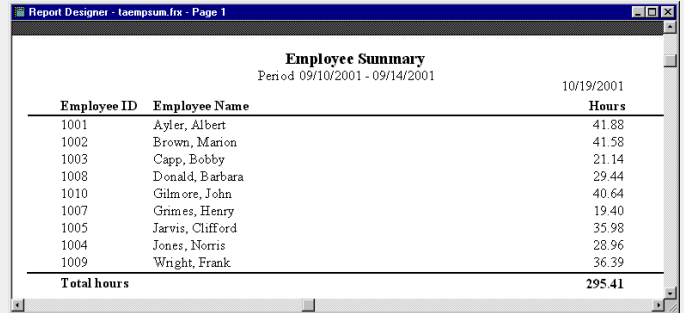
Dept ID	F3	Dept Name	Service	Dept Code	Serv	Hours
Employee ID	1010	Gilmore, John				40.64
Total hours						40.64

Dept ID	F4	Dept Name	Maintenance	Dept Code	Main	Hours
Employee ID	1007	Grimes, Henry				19.40
Total hours						19.40

Dept ID	F5	Dept Name	Tech Support	Dept Code	Tech	Hours
Employee ID	1004	Jones, Norris				28.96
Total hours						28.96

The Department Summary Report presents the total hours worked by all employees for each department. A summed total of all the departments is shown at the end.

Employee Summary



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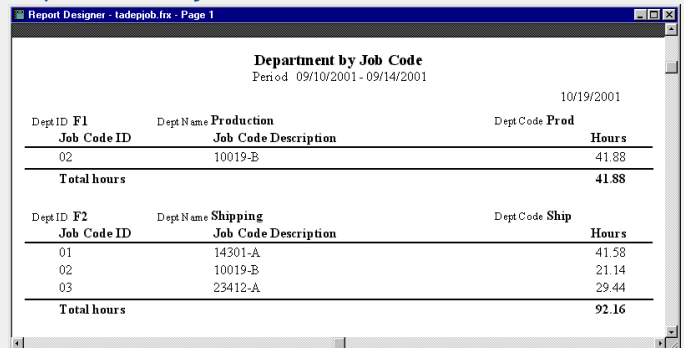
Employee Summary
Period 09/10/2001 - 09/14/2001

10/19/2001

Employee ID	Employee Name	Hours
1001	Ayler, Albert	41.88
1002	Brown, Marion	41.58
1003	Capp, Bobby	21.14
1008	Donald, Barbara	29.44
1010	Gilmore, John	40.64
1007	Grimes, Henry	19.40
1005	Jarvis, Clifford	35.98
1004	Jones, Norris	28.96
1009	Wright, Frank	36.39
Total hours		295.41

The Employee Summary Report can be generated for a single employee on a range of employees. Each employee's total time is presented for the specified time period.

Department by Job Code



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Department by Job Code
Period 09/10/2001 - 09/14/2001

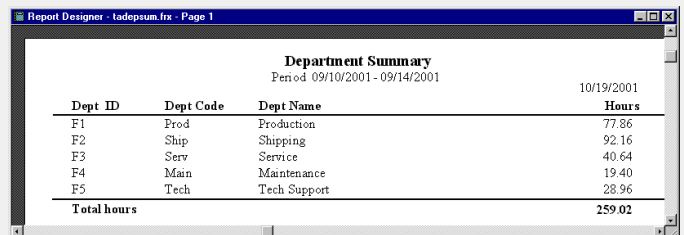
10/19/2001

Dept ID	F1	Dept Name	Production	Dept Code	Prod	Hours
Job Code ID	02		10019-B			41.88
Total hours						41.88

Dept ID	F2	Dept Name	Shipping	Dept Code	Ship	Hours
Job Code ID	01		14301-A			41.58
Job Code ID	02		10019-B			21.14
Job Code ID	03		23412-A			29.44
Total hours						92.16

The Department by Job Code Report displays the total hours worked by employees according to their job code.

Department Summary



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Department Summary
Period 09/10/2001 - 09/14/2001

10/19/2001

Dept ID	Dept Code	Dept Name	Hours
F1	Prod	Production	77.86
F2	Ship	Shipping	92.16
F3	Serv	Service	40.64
F4	Main	Maintenance	19.40
F5	Tech	Tech Support	28.96
Total hours			259.02

The Department Summary Report lists each department by department ID as well as the name and code and shows a total number of hours accumulated by employees working within those departments between any two times.

Software Options

The TAW32 CD includes a TAW16 for 16-bit versions of Windows™ if needed. There are also more sophisticated time and attendance software offerings from third-party developers. Please contact ComputerWise for more information.