

# Time Clock Depot

Division of Time Access Systems Inc.

**Affordable Time Solutions**



## Time Guardian PC-100

**Employee Time and Attendance Software**

- Software supports multiple languages
- Unlimited number of departments, pay policies, schedules and holidays
- Calculates bi-weekly, weekly, semi-monthly and Monthly pay periods
- Payroll export for Quickbooks, ADP, Paychex, Peachtree and more
- Windows Based system
- Single PC version software (Network Version available)
- Accommodates 100 Employee Capacity (upgradeable to 250)
- Automatic Overtime Calculation
- Easy Time sheet Editing
- 8 Standard Reports



**FPT40**



**MTX15**

**Schedule View:** Shift 1 - 8:00am-4:0

Day	Start	End
Mon	08:00 AM	04:00 PM
Tue	08:00 AM	04:00 PM
Wed	08:00 AM	04:00 PM
Thu	08:00 AM	04:00 PM
Fri	08:00 AM	04:00 PM
Sat	: AM	: AM
Sun	: AM	: AM

**Advanced Pay Policy:** This option allows you to define pay policy. To access this module, select Setup menu from the main menu and Wizard submenu, or click the Wizard icon on the Gestora Toolbar. From the Setup Wizard screen, select the Pay Policy tab, and the following Pay...

**Time Card Report:** Shows employee time and attendance data.

Date	Start	End	Rate	Hours	Payable	Position
08/15/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/16/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/17/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/18/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/19/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/20/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/21/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/22/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/23/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/24/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/25/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/26/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/27/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/28/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/29/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/30/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01
08/31/2012	08:00 AM	04:00 PM	\$10.00	8.00	\$80.00	EMP01

Technical Requirements  
Windows 2000 or higher  
Pentium III Or Higher  
100MB HDD Space  
256MB Ram  
Internet Explorer 6.0 or Higher



**HandPunch**

### Available Reports

**Employee Time Card:** Shows Daily IN/OUT Punches and total hours in regular, Overtime and other categories

**Departments Record:** Provides data based on the Department that the employee is assigned to

**Audit Trail Record:** Monitors who made what changes at what time and to whom

**Hours Summary:** list's employee's daily and pay period hours in regular, overtime and other categories

**Presence report:** Shows those employees who are currently punched IN on the terminal

**Executions report:** lists employee3 exceptions from daily schedules



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