



Cloud Setup Guide

To order an Amano Time Guardian product go to:

<https://timeguardian.net>

or call **1-800-253-9836**.



Complete time tracking versatility. Choose from physical/biometric employee time clocks, mobile phones or online time clock

**If you have already purchased an Amano Time Guardian product,
CONGRATULATIONS!**

To begin set up of the Time Guardian cloud application please go to:

<https://timeguardian.app>

If you already have an account click on your login type (Employee or Manager) and you will be brought directly to the Dashboard. There you can select the section that you would like to edit. (**Timecards, Employees, Reports, Settings, or Billing**)

Workforce time tracking

Log into Time Guardian

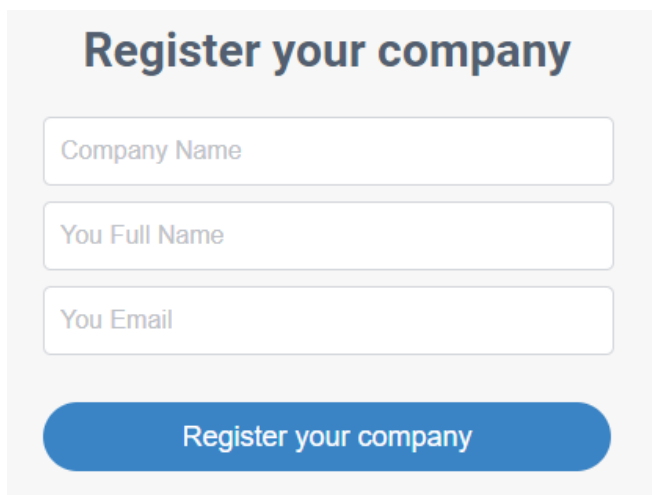
Employee Login

Manager Login

No account? **Register your company** >

If you have **NOT** yet set up an account you will first need to register your company by clicking on “*Register your company*”.

Fill in your Company Name, Your Full Name, and Your Email, as shown below, and then click on “Register your company”.

A registration form titled "Register your company" in a bold, dark blue font. Below the title are three white input fields with light gray borders and placeholder text: "Company Name", "You Full Name", and "You Email". At the bottom of the form is a blue rounded rectangular button with the text "Register your company" in white.

Register your company

Company Name

You Full Name

You Email

Register your company

You will then receive an email from **Time Guardian** with a link to begin setup.

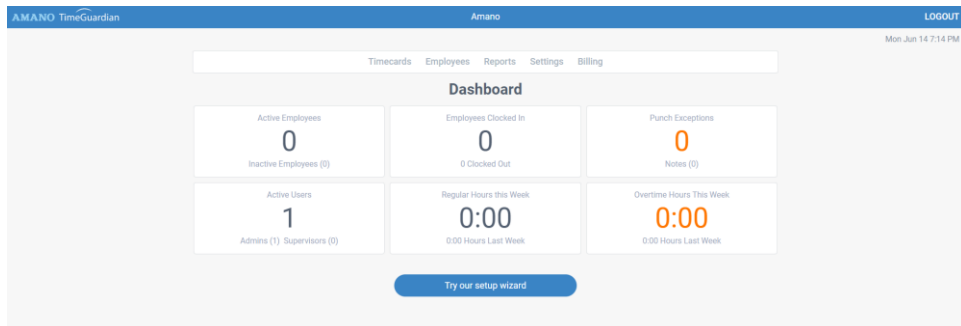
Click on the link provided in the email (example below) to log in.

EXAMPLE ONLY: <https://admin.timeguardian.app/login/QBYIm3rEX2U>

NOTE: If you do not click on the link within 5 minutes the link will expire.

For support, please call 1-800-896-7035 (option 3) or email us at tgsupport@amano.com

Once you click on your provided link it will bring you to the **Dashboard**.



From here you can set up your **Timecards**, **Employees**, **Reports**, **Settings**, and **Billing**.

Click “Try our setup wizard” to start entering your information.

Note: Once each category is initially created you can then skip around from category to category by clicking on the header of the category that you would like to view.

The first category that the setup wizard will bring you to is: **Timecards**

Click on the drop down menu to highlight the appropriate selection for each step, and then click “Save”.

Step 1: Save your workweek

Workweeks Start On

Monday

1 of 4 – Save Workweek

Cancel

Step 2: Save your pay period

Employees are Paid

Weekly

2 of 4 – Save Pay Period

< Back

Step 4: Save your rounding rules

Employees are Paid to the

Exact Minute

Based On

Each Punch

4 of 4 – Save Rounding

< Back

Step 3: Save your overtime rules

Weekly Overtime After

40:00 hours

Weekly DOUBLE Time After

OFF

Daily Overtime After

OFF

Daily DOUBLE Time After

OFF

California 7th Day Overtime

OFF

Hours Worked On Holidays Considered Overtime

OFF

3 of 4 – Save Overtime

< Back

Step 4: Save your rounding rules

Employees are Paid to the

Exact Minute

Based On

Each Punch

4 of 4 – Save Rounding

< Back

Once you have clicked save on Step 4 you will receive confirmation that basic setup is complete and immediately be taken to the **Employee** tab.

Setup Wizard

Basic setup complete!

✕

Please Enter your Employees

< Back

Type in the required information requested on each screen and click the blue oval button beneath the text box once complete.

If you make a mistake, you can always click “Cancel” to go back and edit the previous screen.

Add Employee

✕

Full Name

Add

Cancel

For each employee added you can customize their information on each of the following tabs: **Main, Assignments, Access, HR, Schedule, Contact, and Wages.**

Lila Callie

Main

✕

Main

Assignments

Access

HR

Schedule

Contact

Wages

Full Name

Lila Callie

Employee ID

1002

Save

Cancel

Assignments

Main

Assignments

Access

HR

Schedule

Contact

Wages

Pay Class

Main Pay Class

Department

STAFF

Job Title

Employee

Supervisor

Time Zone

US Eastern

Save

Cancel

NOTE: If you are using the Proximity cards to set up users simply enter the badge number, shown on each proximity card, into the highlighted box below and then click **Save/Send Data to Clock(s)**.

Access

Main

Assignments

Access

HR

Schedule

Contact

Wages

Clocking ID

1002

Password

Badge Number

Web Punch Company ID

SM2026

Web Punch Access

OFF

Web Punch IP Security

OFF

Web Punch GPS Tracking

OFF

Save / Send Data to Clock(s)

Cancel

HR

×

Main

Assignments

Access

HR

Schedule

Contact

Wages

Overtime Calculation

ON

Paid Holidays

OFF

Hire date

Mon Aug 23 2021

Birth date

Leave date

Save

Cancel

Schedule

×

Main

Assignments

Access

HR

Schedule

Contact

Wages

<

Mon Aug 23 - Sun Aug 29 2021

>

Monday Aug 23

Tuesday Aug 24

Wednesday Aug 25

Thursday Aug 26

Friday Aug 27

Saturday Aug 28

Sunday Aug 29

Save this schedule to occur

Every week

Save

Cancel

TimecardsEmployeesReportsSettingsBilling

Employees

Active (1) | Archived (1)

Q

Employee name, department, or employee ID

	Name	Employee ID	Clocking ID	Department	
1	Lila Callie	1002	1002	STAFF	Archive

CSVPRINT

+ ADD

To add another employee click on **+ADD** and enter the required information.

Add Employee

Full Name

Add

Cancel

After adding all employees click on the “**Reports**” tab to move on to the next section.

Amano

TimecardsEmployeesReportsSettingsBilling

Reports

Hour Summaries	Employee payroll hours by pay period
Presence Report	Employee status by current date and time
Exceptions Reports	Punch exceptions by workweek
Timecard Reports	Hours detail by workweek or custom date range

The following options are available in the Host Summary Report:

- Filter** – Select all or individual employees, departments and/or pay codes.
- Generic** – Export summary information to an plain excel spreadsheet.
- CSV** – Export summary information into a text file that has a specific format which allows data to be saved in a table structured format.
- Print** – Print all selected summary information.

Hour Summaries – *Employee payroll hours by pay period*

Summary

Mon Jun 14 - Sun Jun 20 2021

	Name	Emp ID	REG	OT	DT	PTO	TOTAL	APPROVED
1	Lila Callie	1002						

FILTERGENERICCSVPRINT

Report Filter

Save Filter

Employee

All Employees

Department

All Departments

Pay Code (Hours Report Only)

All Pay Codes

Save

Cancel

Presence Report – *Employee status by current date and time*

Presence

Mon Jun 14 7:30 PM

Employee name, department, or employee ID

	Name	Emp ID	Department	Last Punch	Status
1	Lila Callie	1002			OUT

PRINT

Exceptions Report – *Punch exceptions by work week*

Exceptions				
Mon Jun 14 - Sun Jun 20 2021				
<input type="text" value="Employee name, department, or employee ID"/>				
Name	Emp ID	Department	Punch	Exception
No records found				

Timecard Reports – *Hours detail by workweek or custom data range*

Hours							
Mon Jun 14 - Sun Jun 20 2021							
<input type="text" value="Employee name, department, or employee ID"/>							
Date	Name	Department	REG	OT	DT	PTO	TOTAL
No records found							
FILTER DATE RANGE CSV PRINT							

Report Date Range

Save Date Range

Date Range

Weekly

Save

Cancel

In addition to the **Filter**, **CSV** and **Print** options the Timecard Reports also give you the ability to select a specific **Date Range** for viewing.

After reviewing all reports click on the **“Settings”** tab to move on to the next section.

Click on the name of each Setting to fill in the specified information.

Timecards Employees Reports Settings Billing	
Settings	
Companies	Manage multiple companies
Company	Main settings for company
Departments	Assigned to employees or as jobs
Holidays	Paid holiday list
IP Networks	Authorized IP Addresses
Job Titles	Assigned to employees
Pay Classes	Pay periods and policies
Pay Codes	Identifies types of hours for payroll
Shift Schedules	Assigned to employee schedules
Time Clocks	Assigned to company
Users	Administrators and supervisors

Companies – manage multiple companies

Timecards Employees Reports Settings Billing	
Companies	
Active (1) Archived (0)	
+ ADD	
Q Search	
Name	
1	Amano LOGGED IN Default
Done	
PRINT	

To add another company click on **+ADD** and enter the required information, or click “Done” to go back to the Settings page.

Add Company

Name

Add

Cancel

Company – Main settings for company

There are two tabs in the Company setting screen – **Main** and **Payroll Exporting**.

The Setup Wizard will automatically start you on the “Main” tab.

Type in all necessary information and then click “Save”.

TimecardsEmployeesReportsSettingsBilling

Amano

Company

MainPayroll Exporting

Company Name

Amano

Company ID (no spaces, at least 6 chrs)

SM2026

Hour Format

Standard 1-12 AM/PM

Minute Format

Standard 00-59

Allow Department Transfer

OFF

Save Employee Biometric Data to Cloud

ON

Default Time Zone

US Eastern

Save

Cancel

Type in all necessary information and then click “Save”.

Next, click on the **Payroll Exporting** tab to specific the payroll export type and Company ID/Code and then click “Save”.

TimecardsEmployeesReportsSettingsBilling

Amano

Company

MainPayroll Exporting

Payroll Summary Export

GENERIC CSV

Payroll Company ID/Code

Save

Cancel

Payroll Summary Export

GENERIC CSV

GENERIC CSV

ADP Run

ADP Workforce Now

PayChex Preview

SurePayroll

Sage50

Go back to the **Settings** tab and click on **Departments**.

TimecardsEmployeesReportsSettingsBilling

Departments

Active (1) | Archived (0)

+ ADD

Q Search

	Name	Department ID	
1	STAFF	1000	Default

Done

PRINT

Add additional Departments, if needed, by clicking on **+ADD** in the upper right corner.

Go back to the **Settings** tab and click on **Holidays**.

TimecardsEmployeesReportsSettingsBilling

Holidays

Active (0) | Archived (0) + ADD

Q Search

Name	Each Year On The	Hours Paid	Pay Class
No records found			

Here you can add paid holidays, if desired.

TimecardsEmployeesReportsSettingsBilling

Holidays

Add Holiday X

Choose Holiday

JAN - New Year's Day

Pay Class

Main Pay Class

Add

Cancel

Choose from the list of drop down options or create your own Custom Holiday.

Highlight and click “Add” for each holiday you would like included.

Choose Holiday

JAN - New Year's Day

JAN - Custom Holiday

JAN - New Year's Day

JAN - Martin Luther King Jr. Day

FEB - Presidents' Day

MAR - Cesar Chavez Day

MAY - Memorial Day

MAR - Juneteenth

JUL - Independence Day

SEP - Labor Day

OCT - Columbus Day

NOV - Veterans Day

NOV - Thanksgiving Day

NOV - Black Friday

DEC - Christmas Eve

DEC - Christmas Day

DEC - New Year's Eve

Highlight and click on the desired name to edit their Job Title Name, or click **+ADD** to add a new job title.

Edit Job Title

Job Title Name

Employee

Save

Cancel

Job Titles

Add Job Title

Job Title Name

Add

Cancel

Go back to the **Settings** tab and click on **Pay Classes**.

Pay Classes

Active (1) | Archived (0)

+ ADD

Q Search

	Name	Pay Period	Weekly OT
1	Main Pay Class	Weekly	40 hrs

Done

PRINT

Highlight and click on the desired Pay Class, or click **+ADD** to add a new Pay Class.

When you click on the desired Pay Class you will be given the option to customize the following categories: **Main, Pay Period, Overtime, Rounding, Schedule, Meals**.

Type in and/or select from the drop down menus and then click “Save” for each category.

MainPay PeriodOvertimeRoundingScheduleMeals

Pay Class Name

Main Pay Class

Workweeks Start On

Monday

Maximum Shift Hours (Between IN/OUT)

14 Hours

Save

Cancel

Main

MainPay PeriodOvertimeRoundingScheduleMeals

Pay Class is Paid

Weekly

Save

Cancel

Main

MainPay PeriodOvertimeRoundingScheduleMeals

Weekly Overtime After

40:00 hours

Weekly Double Time After

OFF

Daily Overtime After

OFF

Daily Double Time After

OFF

California 7th Day Overtime

OFF

Hours Worked On Holidays Considered Overtime

OFF

Save

Cancel

Main

×

Main

Pay Period

Overtime

Rounding

Schedule

Meals

Rounding

Each Punch

Round to Nearest

OFF

Save

Cancel

Main

×

Main

Pay Period

Overtime

Rounding

Schedule

Meals

Hours Before Shift Require Authorization

OFF

Hours After Shift Require Authorization

OFF

Hours Unscheduled Require Authorization

OFF

Save

Cancel

Main

×

Main

Pay Period

Overtime

Rounding

Schedule

Meals

After These Straight Hours Worked

OFF

Deduct These Minutes

OFF

Save

Cancel

Go back to the **Settings** tab and click on **Pay Codes**.

Pay Codes

Active (6) | Archived (9)

Q Search

	Description	Pay Code	Multiplier	
1	Regular Hours	REG	1.00	
2	Overtime Hours	OT	1.50	
3	Double Time Hours	DT	2.00	
4	Vacation Leave	VAC	1.00	Archive
5	Sick Leave	SIC	1.00	Archive
6	Holiday Leave	HOL	1.00	Archive

Done

PRINT

Edit Pay Codes by highlighting and clicking on the Description. Click “Save” once edits are complete and then click “Done” to return to the Pay Codes list.

Go back to the **Settings** tab and click on **Shift Schedules**.

Shift Schedules

Active (0) | Archived (0)

Q Search

Shift Name	Start-End
No records found	

Done

+ ADD

Click on **+ADD** in the upper right corner to add a new Shift Schedule.

Shift Schedules

Add Shift Schedule

Start Time

9:00 AM

End Time

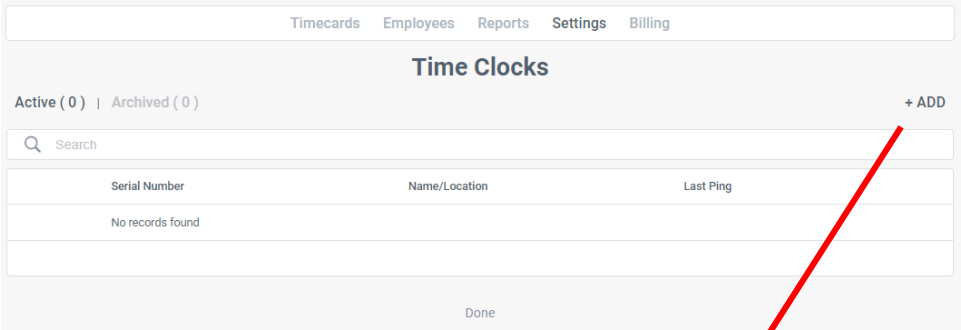
5:00 PM

Add

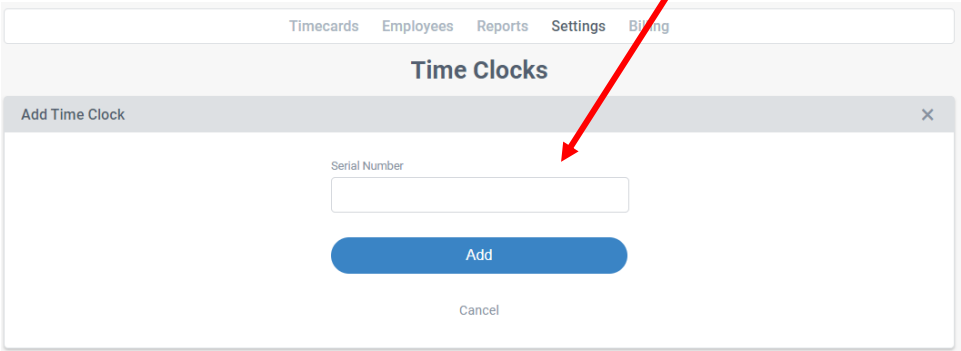
Cancel

Make sure your Time Clock is connected to your network and powered on, or powered on and then connected to your WiFi.

Go back to the **Settings** tab and click on **Time Clocks**.



Click on **+ADD** in the upper right corner to add a new Time Clock by typing in the clock’s serial number.



To find your Amano Time Guardian Time Clock serial number:

From the home screen of the **MTX-30F** or **MTX-30P** click on **System Info** and then **Device info**. The serial number is displayed as the second line on the screen.

From the home screen of the **AFR-100** or **AFR-200** press and hold “More Options” (represented by six dots in three columns) which will reveal the serial number.

NOTE: Make sure to use ALL CAPS when entering the serial number.

Once you have added the serial number, go back to the **Settings** tab and click on **Users**.

TimecardsEmployeesReportsSettingsBilling

Users

Active (1) | Archived (0)

+ ADD

Q

Search

	Full Name	Role	Phone
1	Lori Baron	Lead Administrator	
Done			

PRINT

Highlight and click on the Full Name to edit User information or click **+ADD** in the upper right corner to add a new User.

Add User

×

Full Name

Add

Cancel

Edit User

×

Full Name

Callie Lila

Login Email

Callielila@amano.com

Phone

User Role (Access)

Lead Administrator (All Companies)

Created

Mon May 31 2021

Save

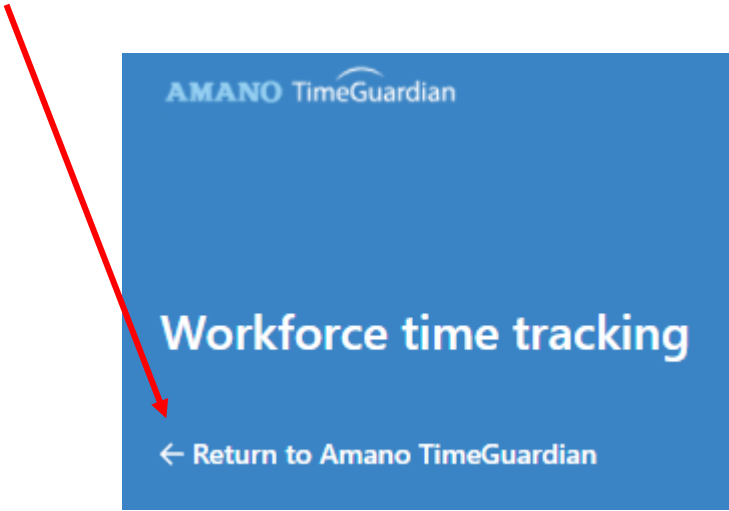
Cancel

Click “Save” once complete.

From the Dashboard you can also access the **Billing** tab which will cover the current plan, payment method, billing information and billing history.

Use this tab to update, change or cancel a current plan.

Once you have confirmed your Billing information, return to the Amano Time Guardian application.



Click on the **Settings** header and then click on “*Time Clocks*”.

TimecardsEmployeesReports**Settings**Billing

Settings

Companies	Manage multiple companies
Company	Main settings for company
Departments	Assigned to employees or as jobs
Holidays	Paid holiday list
IP Networks	Authorized IP Addresses
Job Titles	Assigned to employees
Pay Classes	Pay periods and policies
Pay Codes	Identifies types of hours for payroll
Shift Schedules	Assigned to employee schedules
Time Clocks	Assigned to company
Users	Administrators and supervisors

Highlight and select the serial number of the Time Clock that you are programming.

TimecardsEmployeesReportsSettingsBilling

Time Clocks

Active (2) | Archived (0)

+ ADD

Q Search

	Serial Number	Name/Location	Last Ping	
1	4891204800095	Time Clock	Fri Jul 16 04:20 PM	Archive
2	BJJ6211260001	Time Clock 2	Not connected	Archive

Done

PRINT

IMPORTANT: After entering the clock serial number it will take approximately five minutes for the clock to “ping” the Time Guardian application.

A current date/time must appear in the **Last Ping** column in order to move on to the time clock **Commands** functions.

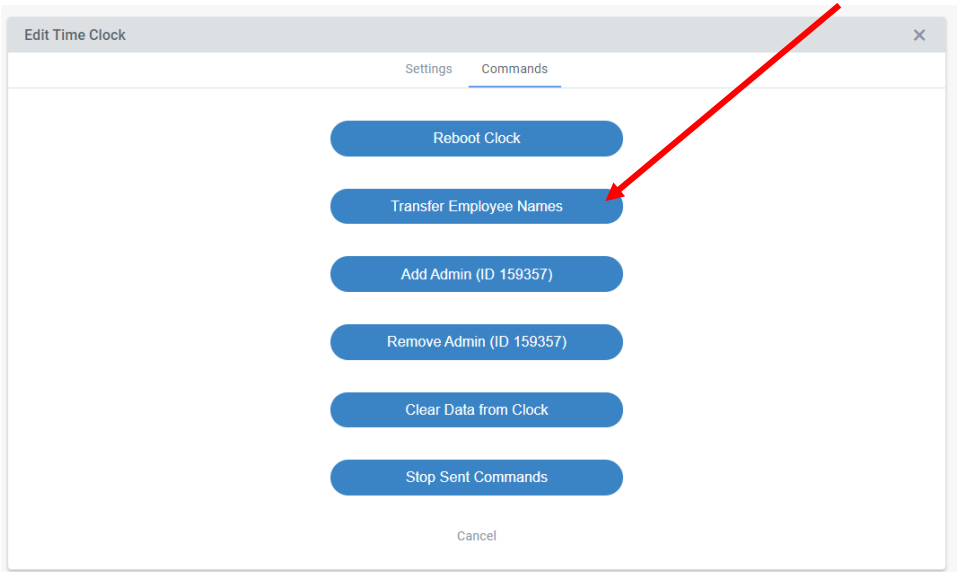
If after five minutes the time clock still shows “Not Connected” make sure your included Ethernet cable is connected to the time clock and your router, and powered on.

From the home screen of the time clock highlight the COMM button and click enter. Next, make sure “Ethernet” is highlighted and press enter again.

There should be an IP address shown on the time clock screen. If the IP address shows 0.0.0.0 use the down arrows to highlight DHCP and toggle from ON to OFF using the enter button. Then toggle the DHCP back to ON to reset the IP address. You should then use the current IP address.

If the Time Guardian software still shows “Not connected” please contact TG Support.

After confirming that your time click is connected and has currently “Pinged” the software, next, select the **Commands** Header and then click on **Transfer Employee Names**.



All employee info that you saved in your Time Guardian Cloud application will now be available through the time clock.

If you would like to add fingerprints, facial recognition or proximity cards for a new user they must go to the actual Time Clock and input the appropriate information needed. (Refer to the User Manual for your specific time clock model for directions on adding new users.)

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