

**AMANO®**

# Time & Attendance Software

Payroll Guide



## ***Thank you...***

For purchasing another fine product from

Amano Cincinnati, Inc.

This Payroll Guide covers the following Amano Time & Attendance software;

- **Time Guardian v5.0 and higher**
- **Time Guardian Plus v2.0 and higher**
- **Time Guardian Pro v4.0 and higher**

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We recommend that this document be read in its entirety before any attempt is made to operate the equipment.

For more information about Amano's complete line of products, visit our web site at:

**[www.amano.com/time](http://www.amano.com/time)**

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## Chapter 1: Introduction

### Welcome to Amano Time & Attendance Software Suite

Welcome to [Time Guardian](#), [Time Guardian Plus](#), and [Time Guardian Pro](#) the all in one, easy-to-use Time and Attendance software. Amano's Time and Attendance software allows you to track and manage your employees' time and attendance directly from your PC, which makes the collecting, reporting and the transferring of employees' hours to payroll companies easier and quicker than ever before.

Should you have any comments on [Time Guardian](#), [Time Guardian Plus](#), [Time Guardian Pro](#) and the materials provided we ask that you e-mail them to [TimeGuardian@amano.com](mailto:TimeGuardian@amano.com). All feedback is welcome and greatly appreciated, and will help us provide a better product to you, our customer.

We thank you for selecting [Time Guardian](#), [Time Guardian Plus](#), or [Time Guardian Pro](#) and welcome you to the Amano Cincinnati family of Time Solution and Access Control products. The following table lists the standard and optional features for all Amano Time & Attendance software.

Feature/Module	Time Guardian	Time Guardian Plus	Time Guardian Pro
Time & Attendance software with 100 employee capacity with 13 standard Payroll Interfaces	Standard Version 5.0	Standard Version 2.0	Standard Version 4.0
Employee Capacity Upgrade	Optional 25, 50, 100, 250, 500, 1000, and unlimited	Optional 25, 50, 100, 250, 500, 1000, and unlimited	Optional 25, 50, 100, 250, 500, 1000, and unlimited
Number of concurrent users	1	5	1
Concurrent User Upgrade	Optional 1, 5, 10, 25, and unlimited	Optional 1, 5, 10, 25, and unlimited	Optional 1, 5, 10, 25, and unlimited
Advanced Overtime	Optional	Optional	Standard
Advanced Scheduling	Optional	Optional	Standard
Advanced Meal	Optional	Optional	Standard
Advanced Rounding	Optional	Optional	Standard
Advanced Labor/Rate	Optional	Optional	Standard
Advanced Pay Class	Optional	Optional	Standard
Access Control	Optional	Optional	Standard
Web Interface	Optional	Optional	Standard
Zone Differential	Optional	Optional	Standard
Event Notification	Optional	Optional	Standard
Benefit Time	Optional	Optional	Standard
Payroll Interface (additional interfaces)	Optional	Optional	Optional

## Features for Base Time Guardian Software (Expandable)

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- Multi-user with standard support of 1 concurrent user for Time Guardian and 5 concurrent users for Time Guardian Plus and Time Guardian Pro [Optional support for additional concurrent users is available for all packages with the **User Module** activation – see previous table].
- Standard one hundred (100) Employee Capacity (not including inactive employees), with available upgrade from 25 additional employee capacity to unlimited maximum (see previous table).
- Thirteen (13) Built-In Payroll Interfaces [Optional **Payroll Module** activation can supply additional Payroll Interfaces from 1 to 45 additional – see Output Group/Payroll Module section for additional information].
- Fixed Template Schedule (one schedule per day). [Optional **Advanced Schedule Module** activation unlimited number of schedules with auto schedules, Template Schedules with Auto Schedule, Individual/Advanced Schedules, Schedule Rotation, and Employee Schedule Override].
- One Labor level (fixed to department). [Optional **Advanced Labor/Rate Module** activation can supply additional 5 labor levels – see Advanced Labor/Rate Module section for additional information]
- Unlimited Number of Departments.
- Time Rounding Capability Based on Company-Defined Pay Class (Customizable Rounding). [Optional **Advanced Rounding Module** activation can supply additional advanced Pay Class and/or Daily Rules rounding schemes – see Advanced Rounding Module section for additional information]
- Nine (9) Predefined Pay Codes for Hours Allocation with Pay Code Multipliers.
- Rates for Wages calculation.
- Two (2) Pay Codes for Tips and Bonuses. [Optional **Advanced Overtime Module** activation adds TT (triple time pay code).
- Nine (9) Predefined Exception Flags for Employee Punch Tracking.
- Nine (9) On Demand Reports. [Optional **Advanced Pay Class Module** activation adds 2 reports (Unauthorized Hours report and Time Card Report). Optional **Advanced Schedule Module** activation adds 2 reports (Schedule Posting and Schedule vs. Actual Reports). Optional **Benefit Time Module** activation adds 2 reports (DeAccrual Balance and DeAccrual History Reports)]. Optional **Advanced Labor Rate Module** activation adds up to 6 labor levels to reports and show billable rates on reports).
- Optional Access Control integration with Amano Nexus 220 and AmanoNet systems. See Access Control Module section for additional information. Employee and department synchronization with auto sync on login.
- Automatic Polling of Data Collection Terminal.
- Bell Schedule Capabilities.
- Firebird or MS SQL Database.
- Several Built-In Utilities for Maintenance of the System.

There are five documents available to assist you in the setup and use of your Amano Time & Attendance software: This Payroll Guide, the Installation & User Guide, the FPT-40 Terminal/Time Guardian Quick-Start Guide, the MTX-15 Terminal/Time Guardian Quick-Start Guide, the MTX-15 Installation & Operation Guide, and the FPT-40 Installation & Operation Guide. All these documents can be accessed and printed from the Time & Attendance software CD. An overview of the software installation steps for QuickBooks is as follows:

- The TimeGuardian Quick-Start  
 and the FPT-40 Installation & Operation  
 printed from the Time & Attendance  
 on steps for QuickBooks is as follows:
- 
- The diagram illustrates the installation process for TimeGuardian. It features a screenshot of the 'TimeGuardian-Plus' installation window, which displays a list of components to be installed and a message about the system requirements. Below the screenshot is a Dell tower computer and a monitor displaying the TimeGuardian software interface. Two CD-ROMs are shown: one labeled 'TimeGuardian' and another labeled 'TimeGuardian Plus'. A large blue arrow points from the CD-ROMs towards the computer setup, indicating the flow of the installation process.

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- The collage illustrates the AMANO Time Guardian software interface. The main window features a login section and a menu with options such as Timecard, Communications, Recalculate, Output, Reports, Payroll, Import, Export, and Auto Process. A Payroll table is displayed, showing employee data. A Report window is also shown, featuring a photo of a man and various filters for generating reports.
- | Number | Payroll | Last Name | First Name |
|--------|---------|-----------|------------|
| 1001   | 4530    | Smith     | Louis      |
| 1002   | 4512    | Karras    | Alex       |
|        |         | Waller    | Jon        |



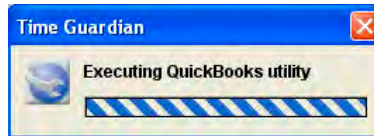
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## QuickBooks Payroll Interface Installation

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The following discussion utilizes Time Guardian for screen illustrations. The installation of the Amano Time & Attendance software is as follows:

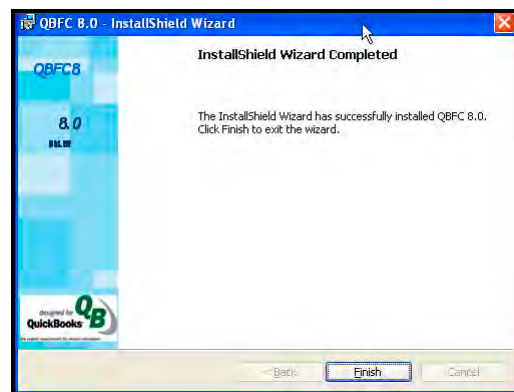
1. Insert the Amano CD into your CD-ROM drive. The software program should automatically launch the InstallAnywhere® Wizard (see figure).
2. Follow the on-screen prompts as discussed in the Installation and User Guide until the QuickBooks utility executes and the QuickBooks InstallShield Wizard for QBFC appears.



3. Click on the **Next** button to start the InstallShield for QuickBooks FC or **Cancel** if you are not using QuickBooks payroll software.

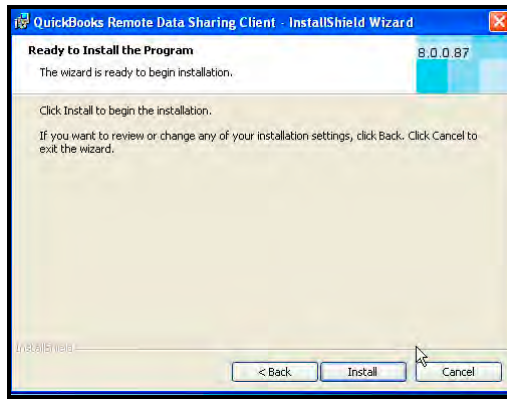


4. Click on the **Finish** button to complete installing the QuickBooks InstallShield Wizard for QBFC.

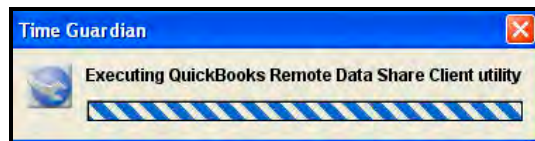
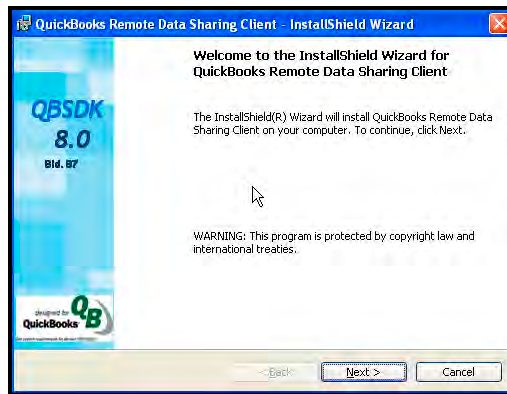


5. Next, click on the **Install** button to begin installing the QuickBooks Remote Data Sharing Client or **Cancel** if you are not using QuickBooks payroll software.





6. Click on the **Next** button to start the InstallShield Wizard for QuickBooks Remote Data Sharing Client and execute the Data Share Client utility, or **Cancel** if you are not using QuickBooks payroll software.




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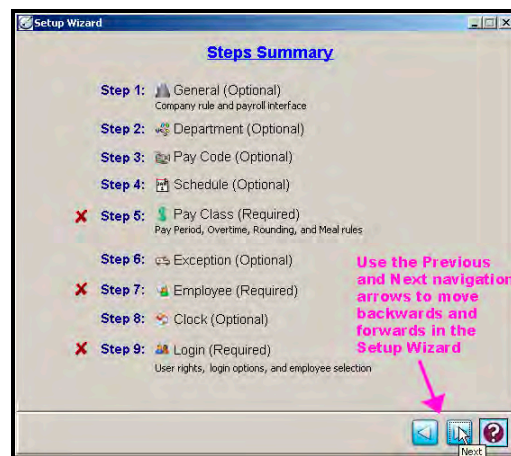
## Chapter 3: Setup Wizard

It is recommended that you utilize the Quick-Start Guide and/or reference the Installation & Operation Guide as you proceed through the Setup Wizard.


The Setup Wizard will help guide the user through a seamless step-by-step initial configuration of the Time & Attendance software. As data is entered in each step the Setup Wizard can be sequentially advanced to complete the next step. Once initial Setup Wizard is complete and the Time & Attendance software is logged into, the Setup Wizard can be accessed from the **Edit** menu at any time to modify the software configuration, i.e., add terminals and employees.

### Using the Setup Wizard

From the Setup Wizard “**Steps Summary**” screen click on the **Next**  button to continue with **Step 1**. The Wizard Help will guide you through the Wizard Steps. The Setup Wizard has 9 Steps (see figure), however, as a minimum only **Steps 4, 7 and 9** are required with at least: 1 Pay Class, 1 employee, and 1 user login defined. These steps will have **Red X's** alongside them until they are completed, at which point **Green checkmarks** will appear.



Amano recommends that you have the appropriate information before you begin the Setup Wizard. Should you need to exit the Setup Wizard before completion, your settings will be saved.

Once the Setup Wizard is finished, the **Wizard Complete**  button will become active. At this point, all settings will be applied, including the time synchronization between the Time & Attendance software PC and the connected terminals. Integration with Nexus220, and AmanoNet 7.6 for Access control systems may require the activation of Access Control module which is standard in Time Guardian Pro.

If the **Wizard Complete** button is not active, you must review your setup, verifying that all mandatory fields (in red) have been completed. When all required fields are complete, the **Wizard Complete** button will then be displayed.

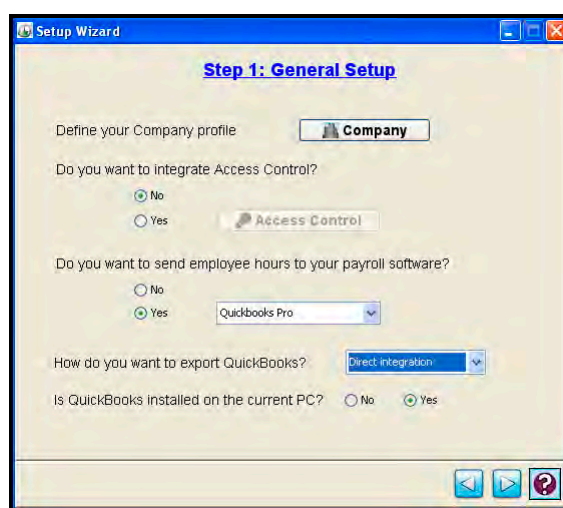
Should you have any questions or require additional information, please email [TGSupport@Amano.com](mailto:TGSupport@Amano.com).

The following information will sequentially guide the user through the **Setup Wizard** data entry. See the remaining sections of this Time & Attendance software Installation & User Guide for more additional functional descriptions especially sections describing the functionality of the Advanced Modules.

**Note:** Time Guardian screens are used for illustrative purposes in the Setup Wizard. Some advanced modules may have been activated to illustrate their setup features.

## Step 1: General Setup Wizard [Optional Wizard Setup Step]

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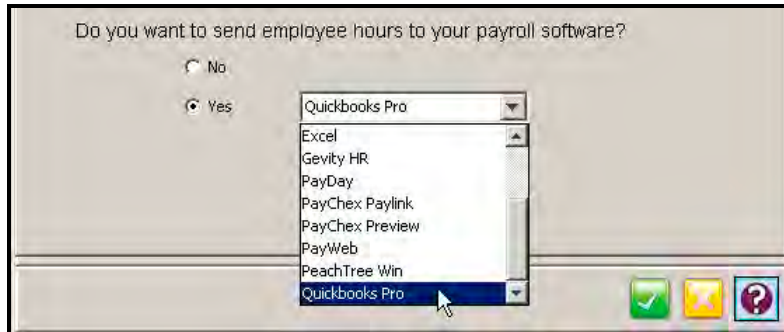
Please consult the User Guide for details about this Wizard Setup Step.

### Do you want to send employee hours to your payroll software?

From **Step 1: General Setup**, select **Yes** if you want employees' hours to be transferred to your payroll software. You must then select the Payroll Software that you are using. The following 13 payroll software options are available (see figure):

- ADP for DOS
- ADP PC Payroll for Windows®
- CBS Payroll
- Ceridian Power Pay
- EasyPay
- Excel
- Gevity HR
- PayDay
- PayChex Paylink®

- PayChex Preview®
- PayWeb
- PeachTree® Win
- QuickBooks Pro®




**Note:** The **Apply** and **Close** button function is universal for all Setup Wizard steps.

### **QuickBooks Pro Procedure**

1. Select **Yes** to send employee hours to payroll software and select QuickBooks from the dropdown menu.
2. Select **Yes** if QuickBooks is installed on the same PC with the Time & Attendance software, or **No** to connect across network to QuickBooks. See Step 7: Employee Setup for integration/synchronization with QuickBooks.

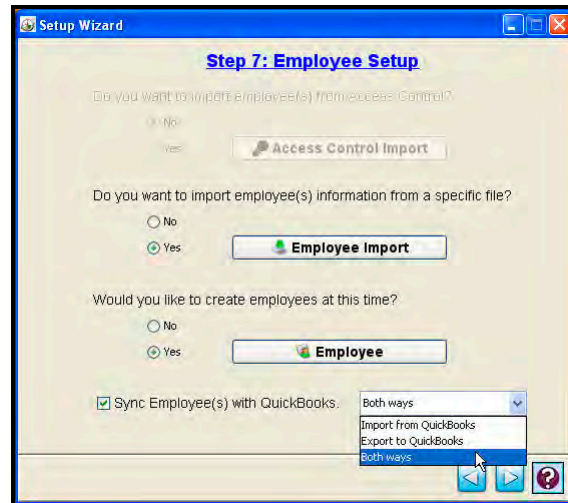
**Note:** 40 plus additional payroll interfaces are available with Payroll Interface module upgrade activation. See Payroll Interface Module for a list of Payroll Interfaces.

After saving the information for **Step 1: General Setup**, click on the **Next**  button to advance to **Step 7: Employee Setup**.

**Note:** You can close at any time to end the Setup Wizard, but you must complete the Setup Wizard before you can Log into the Amano Time & Attendance system. The Wizard will automatically open up to the Welcome screen until it is completed.

## Step 7: Employee Setup Wizard [**Required Wizard Setup Step**]

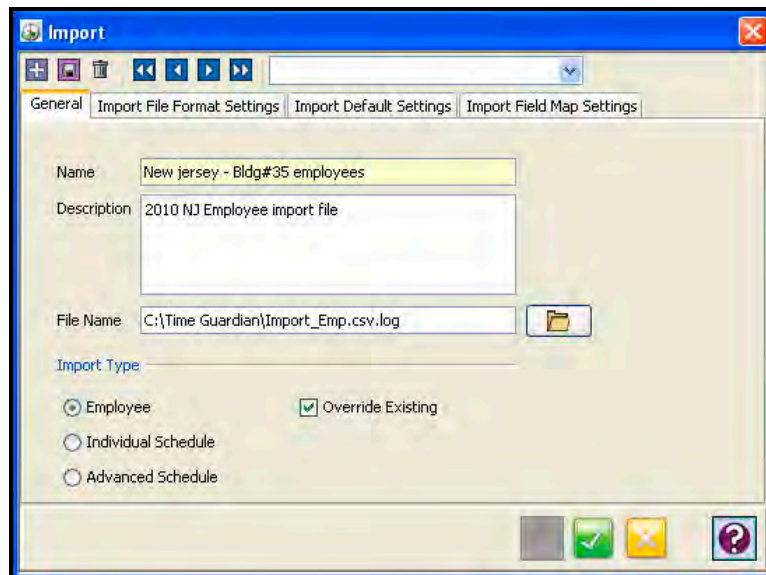
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### Do you want to import employee information from specific file?

Answer **Yes** to this question if you want to use this built-in import feature. This feature allows you to import employee information from a text file directly into the Time Guardian database. To use this feature, you will need to know the name and location of the file to be imported.

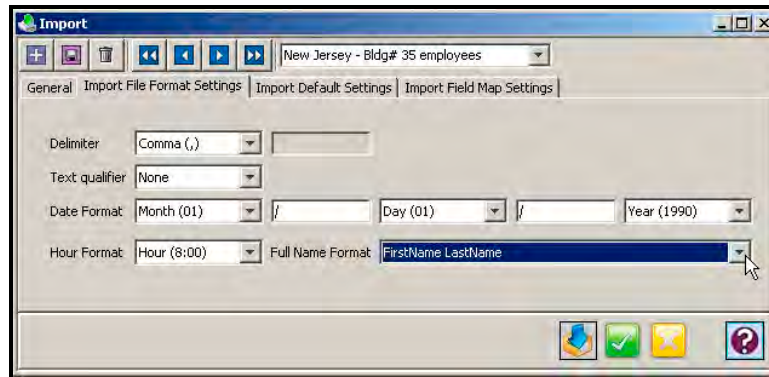
Click on the **Employee Import** button and the Import window (see figure) will appear on the **General** tab.



**Note:** Default import fields are provided to be used and defaults will be used if the imported file does not contain data for those fields.

1. Create a new Employee Import file. You will be required to enter a Name.
2. In the Name field, enter a name for the Import profile.

3. Enter a brief description of the Import profile in the Description field.
4. Enter the name and path of the import file in the File Name field, or click on the browse button to the right of the field to browse for the file you wish to import.
5. Select the Import Type from; Employee, Individual Schedule, or Advanced Schedule. Select whether or not you want to Override Existing employee data.
6. Click on the **Import File Format Settings** tab. This tab helps to define the format of your import profile. If these parameters are not set to properly match the import file, the import process might fail. The file contents window on the Import Field Map Settings tab screen will help to indicate the file format. Pay attention when you select the following for an example:

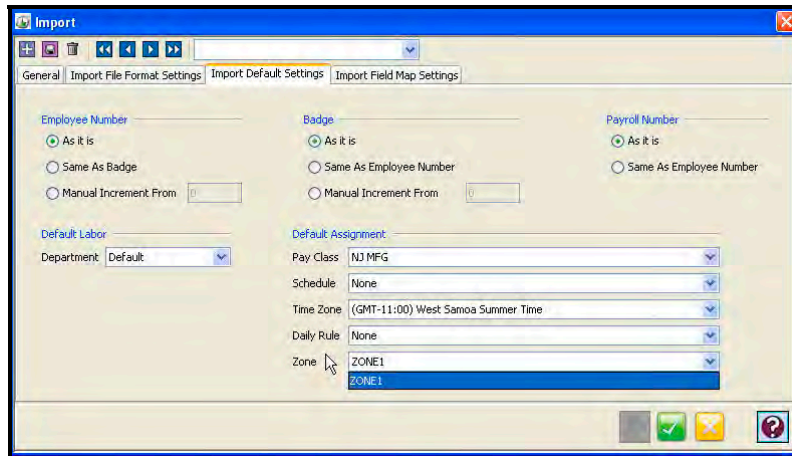


- Delimiter: Select a Delimiter from the dropdown list. The Delimiter is the character, which separates the data elements from one another. The choices are: Tab, Comma, Pipe, Semicolon, Backslash, Forward slash, or User Defined. If User Defined is selected, you must enter the character in the field provided.
- Text Qualifier: Select a Text Qualifier from the dropdown list. The choices are: None, Single Quote, or Double Quote. The Text Qualifier is the character, which encapsulates a data element (i.e., "California").
- Date Format: Select the date format from the dropdown lists. The choices are: Month (1), Month (01), Month (Jan), Month (January), Year (90), Year (1990), Day (1), Day (01), and Day (Mon).
- Hour Format: Select the hour format. The choices are; Hour (8:00), Hour (08:00), Hour (08.00), or Minutes (480).
- Full Name Format: Select the Full Name Format from the dropdown list. The choices are; FirstName LastName; FirstName Middle LastName; FirstName,Middle,LastName; LastName FirstName; LastName,FirstName; and LastName,FirstName Middle

**Note:** This field will be available for assignment in the Import Field Map Settings tab.

7. Click on the **Import Default Settings** tab. This tab allows you set the defaults for data being imported. Select the following:

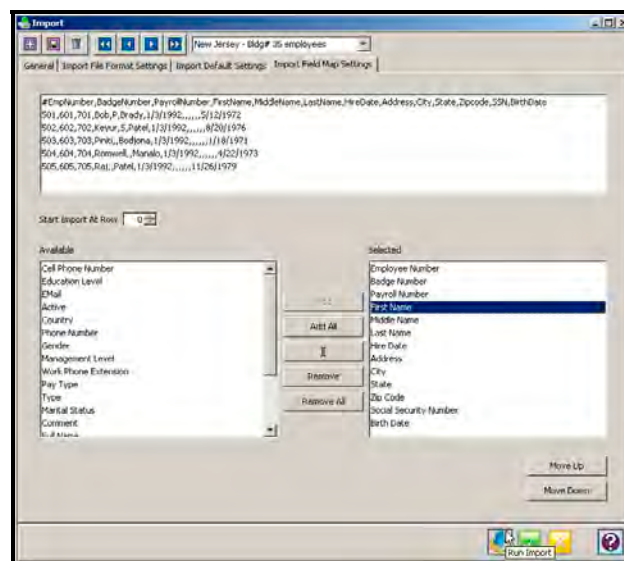




- Employee Number: Select how the Employee Number will be defined. The choices are: As it is, Same as Badge, or Manual Increment From. If Manual Increment From is selected, you must enter the starting number in the field provided.
- Badge Number: Select how the Badge Number will be defined. The choices are: As it is, Same as Employee Number, or Manual Increment From. If Manual Increment From is selected, you must enter the starting number in the field provided.
- Payroll Number: Select how the Payroll Number will be defined. The choices are: As it is, or Same as Employee Number.
- Default Labor: Assign a default category for each Labor Level using the dropdown lists.
- Default Assignment: Assign a default Pay Class, Time Zone, and Schedule, using the dropdown lists. Also, when Advanced Overtime Module is activated you can assign from a “Daily Rule” and when Zone Differential Module is active you can assign a “Zone”.

**Note:** The defaults will be used if the import file does not contain data for these fields.

8. Click on the **Import Field Map Settings** tab. This tab allows you to manually define the elements of the import file you are using.



**Note:** The data elements in the selected list should match the data fields of the import file. The selected data elements should also be in the same order as they appear in the import file (use the Move UP & Down buttons if necessary).

The contents of your import file will be displayed line by line in the File Contents window (see figure for example). This area allows you to assign fields to data elements in each line. You can select to import a single line, a selected group of lines or all lines.






#EmpNumber	BadgeNumber	PayrollNumber	FirstName	MiddleName	LastName	HireDate	Address	City	State	Zipcode	SSN	BirthDate
S01	601	701	Bob	P	Brady	1/3/1992						5/12/1972
S02	602	702	Keyur	S	Patel	1/3/1992						8/20/1976
S03	603	703	Pinit		Bodjona	1/3/1992						1/18/1971
S04	604	704	Romwell		Manalo	1/3/1992						4/22/1973
S05	605	705	Raj		Patel	1/3/1992						11/26/1979

To set the row number of the import file that the import operation will begin at, enter a number in the **Start Import At Row** field.

Each data element in the import file must be defined in the order that it appears. Data elements can be separated by commas, tabs, and semicolons. To assign a field, select a data element in the Available list and click on the **Add** button. To select all the fields, click on the **Add All** button. The field(s) will then be displayed in the Selected list. Add additional fields until all data elements have been properly defined. Use the Remove Fields button to un-assign fields. To skip a data element, click on the **]]** button. A “]]” character will appear in the Selected list to indicate that a data element was skipped.

To re-order fields in the Selected Window, use the **Move Up** and **Move Down** buttons.

- Click on the Run Import  button, to Import an employee file into the Time & Attendance software.
- Click on the **Apply**  button to save the Import information and return to the Step 7: Employee Setup. Click on the **Close**  button close the Import window without saving.

### Would you like to create employees at this time?

Click **Yes** for this question and press the **Employee** button if you want to enter employees. The Employees module (see figure) of the Time & Attendance software allows you to have up to one hundred (100) active employees and assign them a schedule with Pay Class and wages.

**Note:** Optional additional active employee amounts are available upon activation for incremental increase all the way up to an unlimited number of employees.

Each employee record requires a unique Employee and Badge number, both of which are entered in the Employee module on the General tab (see figure). The standard Employees module for Time Guardian consists of seven (7) tabs: **General**, **Personal**, **Contact**, **Assignments**, **Schedule**, **Labor Level**, and **Wages**. Activation of the Access Control module can add **Nexus 220** or **AmanoNet** [for access control] when selected in Wizard Setup Step1. Activation of the Benefit Time module will add the Certification and Benefit tabs. Activation of the Web Access module will add the Web Access tab.


The Pay Type will only be active when Salary has been selected for the Type of Employee. The Time & Attendance software has two Employee Types:

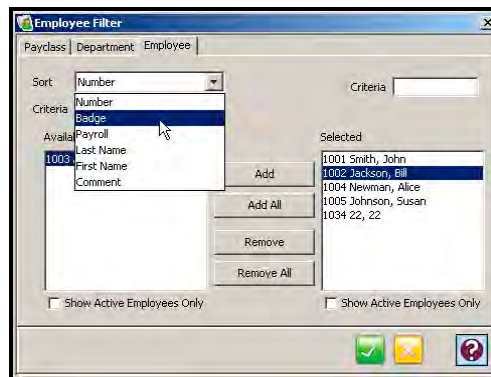
- Hourly employees** – These employees are required to punch at the clock in order for hours to be calculated and awarded.

- **Salary employees** – These employees must have an assigned schedule and are paid automatically either *By Hour* or *By Schedule*.

**Note:** Remember when creating a **Salary Employee** you must have a schedule before hours will be calculated. A salaried employee with **Pay by Hour** can punch for exception tracking, while a salaried employee with **Pay by Schedule** cannot punch.

You can lookup employees from any of the Employee screens by clicking on the **Filter**

**Employee**  icon on the top of each Employees screen to filter employees with using Pay Class, department, and/or employee criteria. The following is an example of the screen that will appear when you click on the Employee tab from the Employee Filter screen:



By default, all employees are selected. You can filter out employees by selecting:


- To add an employee to the list, highlight the desired employee in the Available list and click on the **Add** button. To add all employees to the list, click on the **Add All** button.
- To remove an employee from the list, highlight the desired employee in the Selected list and click on the **Remove** button. To remove all selected employees, click on the **Remove All** button.
- Select the desired sort criteria from the dropdown list. Both the Available and Selected lists of employees can be sorted by typing in the “Criteria” fields above each list.
- Click on the Pay Class tab to utilize available Pay Classes as a filter for employee reports and follow the same preceding procedure.
- Click on a Department tab to utilize available departments as a filter for employee reports and follow the same preceding procedure.

From Setup Wizard in **Step7: Employee Setup**, check the box to **Sync Employee(s) with QuickBooks** and select the method of synchronization from the dropdown choices of; Import from QuickBooks, Export to QuickBooks, or Both ways [bi-directional].

The synchronization will be performed depending on what was selected for the method of synchronization in the **Wizard Employee Setup** for how to **Sync Employee(s) with QuickBooks** with the choices of;


- Import from QuickBooks – QuickBooks acts as the master. Suggested for scenario where you already have the QuickBooks as the payroll software and the Time & Attendance software is being added.

- Export to QuickBooks - Suggested for scenario where you already have the Time & Attendance software and QuickBooks is being added as the payroll software.
- Both ways – Employee information will bi-directional transfer, but QuickBooks remains as the master. If employee is changed in the Time & Attendance software, the employee change must be updated in QuickBooks to maintain good synchronization.

When you have finished, click on the  button to save your settings.

**Note:** This function can also be done with Global Apply command from the main employee list.

Create a new Employee and you will be required to enter a Name, etc. Click on the necessary tabs to complete the entry of employee information. See the following paragraphs for description. Also, see the Employee Administration chapter.

After completing the entry/selection of payroll information for **Step 7: Employee Setup**, click on the **Next**  button to continue to **Step 9: Login Setup**.

## Step 9: Login Setup Wizard [Required]

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Please consult the User Guide for details about this Wizard Setup Step.

### Please create your personal login

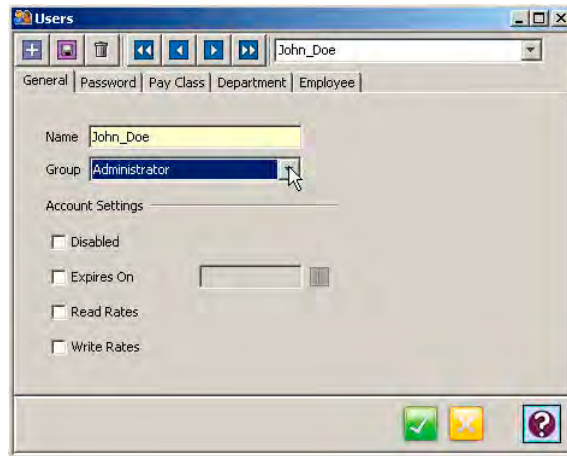
The Login Setup allows you to create User profiles/accounts and assign access privileges to the accounts in Time Guardian.

- When you add a profile, the option for the Administrator or Read Only access is provided. Once an Administrator has been given access, they will have the ability to add, modify and edit any data contained in the system.

**Note:** At least one administrator profile must be created in this step. Each profile consists of a Name, Password and Language selection.

- Selecting *Default User* will cause this Login to be displayed each time the Time Guardian is opened.

Press the **Login** button and the following **Users** screen will appear to enter general info for account settings. The User's window consists of (5) tabs: General, Password, Pay Class, Department and Employee (see figure).



**To create a User account:**

1. In the **General** tab, enter the name of the individual or account you are adding in the Name field.
2. Select the type of group you want the user to belong to from the dropdown choices of;

**Administrator** – will have full access to all functions (all modules).

**Payroll** – No access to Setup Wizard from the Edit menu. Only access to Employee, Timecard, Communications, and Recalculate modules. Also access to Reports and Payroll modules. However, no access to Global assign and apply functions.

**Supervisor** – No access to Setup Wizard from the Edit menu. Only access to Employees, Timecard, and Reports modules. However, no access to Global assign and apply functions.

**Note:** **Only Users created during the initial Setup Wizard will have default Report and Payroll (if created) profiles.**

3. In the Account Settings section, select the following:
  - Disabled: If checked, the user will be disabled. (Enabled is default)
  - Expires On: When checked, the password will expire on a given date. When the date arrives, a check will automatically be placed in the disabled option.
  - Read Rates: When checked, the user will have read-only access to the Rates' modules.
  - Write Rates: When checked, the user will have write access to the Rates' modules.
4. Click on the **Password** tab.



5. Enter a user password and confirm the password.

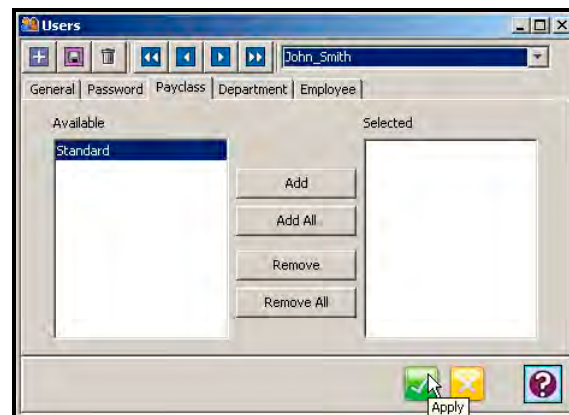
**Note:** The minimum required password length is (6) characters with a maximum of 20 characters. The password can be any combination of letters and numbers and is case-sensitive. However, no spaces and/or symbols are allowed.

**Please make a note of your name (administrator/user) and password and keep in a safe place:**

6. Set the password expiration options. The choices are:

- Must change password on next login: The user will be prompted to enter a new password for this account at login.
- Never expires: The password created will never expire.
- Expires after: This allows you to set a specific date for the password to expire. After this date the user will be prompted to enter a new password.
- Cannot change password: The users will not be able to change their password.

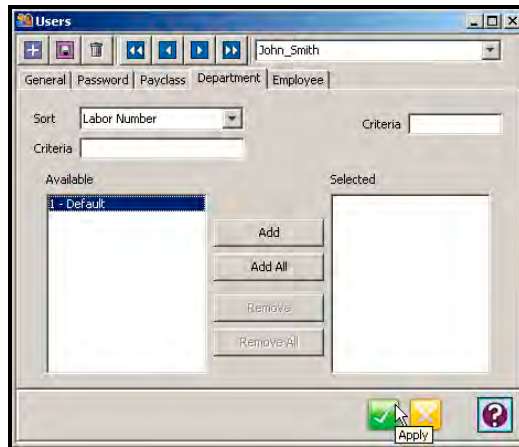
7. Click on the **Pay Class** tab. This tab is used to set which Pay Class the user has access to. The employee list will only show the employees belonging to the selected Pay Class. Use the Pay Class, Department and Employee tabs to filter employees by user. For example, certain users may only be allowed to view specific employees.



By default, all Pay Classes are selected and will appear in the Selected list. Pay Classes can be removed from the Group by selecting them in the Selected list and clicking on the **Remove** button. All the Pay Classes can be removed from the Selected list by clicking on the **Remove All** button.

8. Click on the **Department** tab. This tab is used to set the labor categories within each department that the user has access to. Note: If a labor level is marked **red** it has expired.





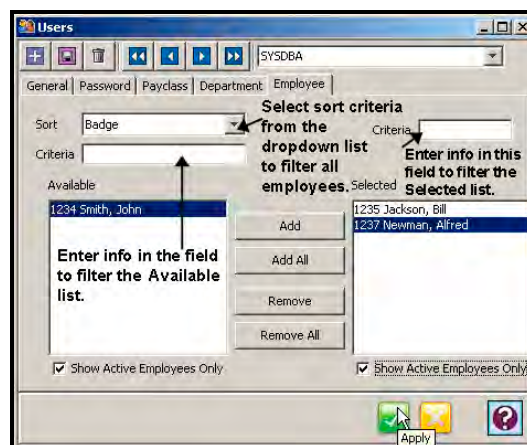
9. By default, all departments are selected and will appear in the Selected list. Departments can be removed from the Group by selecting them in the Selected list and clicking on the **Remove** button. All the labor categories can be removed from the Selected list by clicking on the **Remove All** button.

Departments can be simultaneously filtered in both the “Available” and Selected” lists in ascending order by using the Sort field dropdown list. The choices in this list are; **labor number**, or **name**.

Additionally, labor categories can be filtered in the “Available” or “Selected” lists by entering additional case sensitive characters in dedicated Criteria fields (see illustration). The Criteria field located above the “Available” list filters only that list, while the Criteria field above the “Selected” list filters that list. Each list is filtered independently in ascending order.

**Note:** By unselecting Departments, it can reduce the Employees that the user can have access to.

10. Click on the **Employee** tab. This tab is used to set user access to employee records.



11. By default, all employee records are selected and will appear in the Selected list. Employees can be removed from the Group by selecting them in the Selected list and clicking on the **Remove** button. All the employees can be removed from the Selected list by clicking on the **Remove All** button.




Employees can be simultaneously filtered in both the “Available” and Selected” lists in ascending order by using the Sort field dropdown list. The choices in this list are; **employee number, badge number, payroll number, last name, first name, or comment field.**

Additionally, Employee(s) can be filtered in the “Available” or “Selected” lists by entering additional case sensitive characters in dedicated Criteria fields (see above illustration). The Criteria field located above the “Available” list filters only that list, while the Criteria field above the “Selected” list filters that list. Each list is filtered independently in ascending order.

**Note:** By unselecting Pay Classes, it will reduce the Employees that the user can have access to.

**Note:** The Administrator cannot be deleted.

12. After completing the entry/selection of information for **Step 9: Login Setup**, click on the

**Wizard Complete**  button at the bottom of the wizard to complete the setup of Time Guardian and display Time Guardian login screen. The Time settings and other configuration data will now be populated in the software, including the time setting on the terminal(s). Time Guardian will poll for any connected terminals.

**Note:** Employees can be entered during the initial setup process, or any time later. Employees can also be imported.

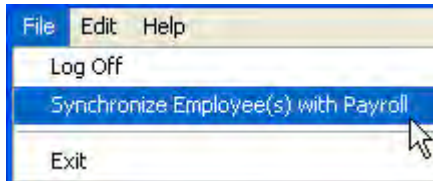
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## Chapter 4: Daily Use for Payroll

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### File Menu

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The features of the **File** Menu are:

- **Log Off:** Log off current user.
- **Synchronize Employee(s) with Payroll:** Provides the ability to synchronize both the Amano Time & Attendance employees with QuickBooks employees. This submenu item will only appear after Sync Employee(s) with QuickBooks by selecting in the Setup Wizard Step 7: Employee Setup. When the **Synchronize Employee(s) with Payroll** submenu is selected employee data are export to QuickBooks, Imported from QuickBooks, or Both depending on the selection on the Wizard Employee Setup.
- **Exit:** Exit the application.

### Tree View

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The Tree View (see the following figure) lists the desktop module components for using standard Time & Attendance software without any optional modules. They are:

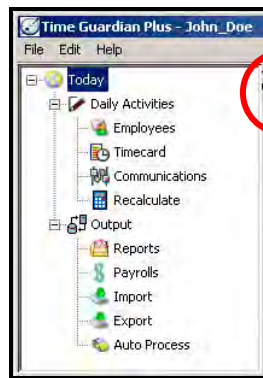
#### Daily Activities Modules

- **Employees:** Click on this module in the tree view to; Add, edit, and/or delete employees.
- **Timecard:** Click on this module in the tree view to; Add and/or modify employee punches.
- **Communications:** Click on this module [enabled if using Access Terminals] to remotely transfer functions on active terminals from the Host PC such as; poll locations, set locations time, download validation and settings, and view & communicate with specific terminals/location.
- **Recalculate:** Click on this module in the tree view to recalculate employee hours for selected Pay periods within a given Pay Class.

#### Output Modules

- **Reports:** Click on this module in the tree view to configure, generate, and print reports based on employee time and attendance data.
- **Payrolls:** Click on this module in the tree view to add, configure, or edit payroll company settings for file export.
- **Import:** Click on this module to create and/or edit employee import data transfer.

- **Export:** Click on this module in the tree view to define file format and export employee data.
- **Auto Process:** Click on this module in the tree view to name and set up recurrence of auto process for report, terminal communications, import, export, and/or synchronize Access Control.



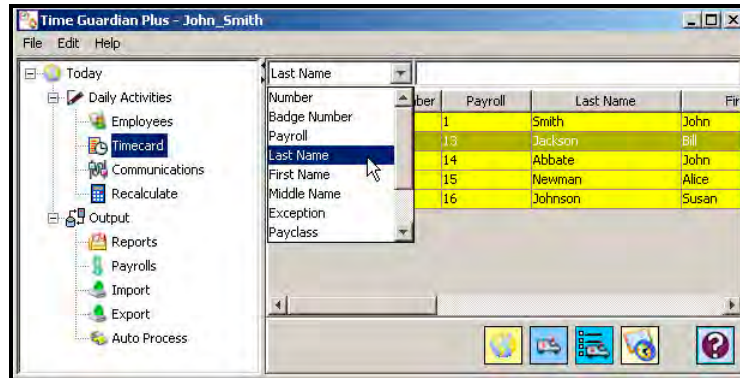
Use these arrows to expand or collapse the tree view panel.

See the next section for a more detailed description of Tree View activity.

## Chapter 5: Timecard Administration for Payroll

### Timecard Module


Employee punches can be viewed, added, edited, and deleted in the Timecard module. The Timecard module is accessed by selecting the Timecard module within the Daily Activities group in the Tree View.




Employees can be initially filtered in ascending order by using a field with a dropdown list located on the top of the Timecard window (see above figure). The choices in this list are; **Number, Badge Number, Payroll, Last Name, First Name, Middle Name, Exception, Pay Class, Schedule, Department Number, or Department.**

Additional filtering in ascending order can be accomplished by entering characters in a case sensitive field located to the right of the dropdown list (see above illustration).

Click in the column headings anywhere to further sort both columns. Each click toggles between ascending and descending order.

To view employees' punches in the Timecard grid, click on the **Timecard**  button, or double-click on the desired employee record. To filter those employees with certain Exceptions

click on the **Exceptions list filter preferences**  button, and the following window will appear:

---

## Authorizing Payroll Export

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To authorize hours for an employee to be included in the payroll export file, place a check in the corresponding Hours column in the timecard on the Punches tab (see figure). This is required if “Hours for payroll require authorization” was checked in the **Overtime Rules** tab from the Pay Class step in the Setup Wizard.

Punches		Overrides	Adjustments				
...	...	Schedule	Hours Auth	B-Sch Auth	A-Sch Auth	U-Sch Auth	
		Mon 08:00 Mon 17:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Tue 08:00 Tue 17:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Wed 08:00 Wed 17:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Thu 08:00 Thu 17:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Fri 08:00 Fri 17:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Chapter 6: Output Group-Payrolls Module

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The Payroll Module is part of the Output Group and can be accessed by expanding the output group in the tree view.

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### Payrolls Module

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The Payrolls module provides a way of transferring data in the system to payroll software. The data is usually transferred by means of a text file formatted to the payroll company's specifications or directly into the payroll company database.

**Note:** Activation of the Payroll Interface module can provide up to an additional 40 plus payroll interfaces. See Payroll Interface module section for additional information.

### Introduction

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The Amano Time & Attendance Software comes standard with a default 13 common payroll interfaces. The activation of the Payroll Interface Module can supply up to 43 additional payroll interfaces.

Default Payroll Interfaces	Optional Payroll Interfaces
1. ADP DOS	1. ABRA
2. ADP PC Payroll for Windows	2. ACCPAC for Windows
3. CBS	3. Ahola
4. Excel	4. Amano
5. GevityHR	5. Americanhealthtech
6. Paycheck Paylink	6. Ameripay
7. Paycheck Preview	7. Ceridian Encore
8. Payday	8. Ceridian Esource
9. Peachtree	9. Ceridian Insync
10. Ceridian Power Pay	10. Ceridian Source 500
11. EasyPay	11. Ceridian Web
12. PayWeb	12. CompuPay
13. QuickBooks file export/Integration	13. CYBORG
	14. DacEasy
	15. DELTEK
	16. DM Payroll



Default Payroll Interfaces	Optional Payroll Interfaces
	17. EVOLUTION 18. Fidelity 19. Great Plains Dynamics 20. HRPS/ScorPEO 21. JD Edwards 22. Lawson 8.1 23. MAS 90 24. Millenium 25. Pay Choice 26. PayAmerica 27. Paycom 28. Paycor 29. PayMaxx 30. PayPlus 31. Payroll 1 32. PayTime 33. PeopleSoft 34. Real World 35. SAGE 36. SageAccPacERP 37. SBT VisionPoint 10 38. Solomon 39. Specialized Data Systems 40. SunGuard Pentamation 41. Timberline 42. Ultipro 43. Paymate Platinum

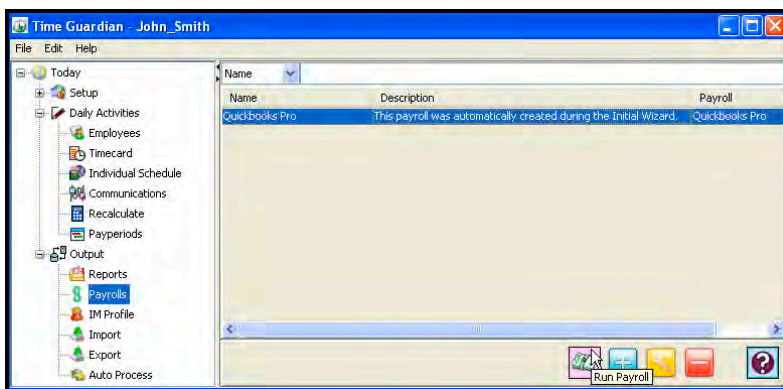
**Note:** Due to the complexity of the Payroll Interface Profile creation, Amano recommends using Support to assist in defining your Payroll Interface parameters.

The **Payroll Interface Module** provides a way of transferring data in the system to payroll software. The data is usually transferred by means of a text file formatted to the payroll company's specifications or directly into the payroll company database. See Creating a Payroll Profile in the output section.

## Creating a Payroll Profile

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1. Click on the Payrolls module within the Output group in the Tree View (see the following figure).




2. To create a new Payroll Profile, click on the  button, and the following Payrolls Profile window will appear:



3. In the Name field, enter a name for the payroll profile [required field]. This field automatically filled out during setup wizard with QuickBooks Pro selection.
4. Enter a brief description of the payroll profile in the Description field. This field automatically filled out during setup wizard with QuickBooks Pro selection.
5. In the Payroll field, select the type of Payroll Export file you want to create. The choices are: ADP DOS, ADP PC Payroll for Windows, CBS Payroll, Ceridian Power Pay, EasyPay, Excel, Gevity HR, PayChex Paylink, PayChex Preview, PayDay, PayWeb, PeachTree Win, and **QuickBooks Pro**.

**Note:** The Payroll profile with name, description, payroll selection, payroll number, and output path will be created automatically during the initial Setup Wizard when QuickBooks Pro is selected to auto sync.

6. In the Payroll ID field, select: Payroll Number, Employee Number, Social Security Number, or Badge Number.
7. In the Output Path field, enter in the directory path of the payroll file or click on the Browse button to set the path. An Open dialog will appear. Select the path and directory and enter in the filename. The filename of the payroll file is usually set by the payroll company you are using.
8. Click on the **Specific Payroll Settings** button to see the Payroll Settings window, which are payroll company specific. Configure the General and Pay Codes settings tabs as per the desired payroll requirements and click on the  button.

#### QuickBooks Compatibility

**Note:** The Amano Time & Attendance software is compatible with the following versions of QuickBooks Pro for manual export:

- QuickBooks 2010 and Enterprise 10.0
- QuickBooks 2009 and Enterprise 9.0
- QuickBooks 2008 and Enterprise 8.0
- QuickBooks 2007 and Enterprise 7.0
- QuickBooks 2006 and Enterprise 6.0
- QuickBooks 2005 and Enterprise 5.0 (R5 and later)
- QuickBooks 2005 and Enterprise 5.0
- QuickBooks 2004 and Enterprise 3.0 (R7 and above)
- QuickBooks 2003
- QuickBooks 2002 (R2 and above)
- QuickBooks 2002

See the following matrix tables for additional information on Specific Payroll Settings:

### QuickBooks Pro

Examples of export iif file fields for QuickBooks Pro are shown in the following matrix table:

	Field	Action
<b>Payroll General Tab</b>	Payroll	Select Quickbooks Pro
	Payroll ID	Enter payroll ID.
	Output Path	Specify the location and file name for the export file. Example = C:\ProgramFiles\Time Guardian Plus\filename.iif
	Field	Action
<b>Payroll Settings General Tab</b>	Version	Enter version number obtained from opening QuickBooks iif file with Notepad.
	Release	Enter release number obtained from opening QuickBooks iif file with Notepad.
	Company	Enter company name obtained from opening QuickBooks iif file with Notepad.
	Create Time	Enter the create time number obtained from opening QuickBooks iif file with Notepad.
	Pass Dollars	Check to transfer dollars through to payroll file
	Separate Records By Day	Check to transfer dollars through to payroll file
	TG Plus default Pay Code	Value
<b>Payroll Settings Pay Codes Tab</b>	REG	Regular Pay
	OT	
	DT	
	VAC	
	SCK	
	PER	
	HOL	Holiday Pay
	BONUS	
	JURY	

## ADP For DOS

Examples of export file fields for ADP for DOS are shown in the following matrix table:

	Field	Action	
<b>Payroll General Tab</b>	Payroll	Select ADP DOS	
	Payroll ID	Enter a 2-character upper-case code identifying the payroll batch no.	
	Output Path	Specify the drive and directory where ADP for DOS is installed. The file name will be Extpay01. Example = C:\PCPERS\Extpay01	
	Field	Action	
<b>Payroll Settings General Tab</b>	Company ID	Enter a 3-character upper-case code identifying the company	
	Version	Enter a 1-numeric code to identify the PC/Payroll and personnel version number	
	Pass Zones	Check to transfer zones through to payroll file	
	Pass Rates	Check to transfer rates through to payroll file	
	Pass Dollars	Check to transfer dollars through to payroll file	
	Rate Code	2 = default	
	TG Plus default Pay Code	Value	Field ID
<b>Payroll Settings Pay Codes Tab</b>	REG	Select none 012 Regular 013 Overtime 016 Hours 3 017 Hours 3 018 Hours 4 019 Hours 4	
	OT		
	DT		
	VAC		
	SCK		
	PER		
	HOL		
	BONUS		
	JURY		



## ADP PC Payroll For Windows

Examples of export file fields for ADP PC Payroll for Windows are shown in the following matrix table:

	Field	Action	
<b>Payroll General Tab</b>	Payroll	Select ADP PC Payroll for Windows	
	Payroll ID	Enter a 2-character upper-case code identifying the payroll batch no.	
	Output Path	Specify the drive and directory where ADP for Windows is installed. The file name will be Extpay99. Example = C:\ADP\ADPDATA\Extpay99	
	Field	Action	
<b>Payroll Settings General Tab</b>	Company Code	Enter a 3-character upper-case code identifying the company	
	Batch Number	Enter a 1-numeric code to identify the PC/Payroll and personnel version number	
	Pass Zones	Check to transfer zones through to payroll file	
	Pass Rates	Check to transfer rates through to payroll file	
	Pass Dollars	Check to transfer dollars through to payroll file	
	TG Plus default Pay Code	Value	Field Id
<b>Payroll Settings Pay Codes Tab</b>	REG	Regular	012
	OT	Overtime	013
	DT		
	VAC	Hours 3	016_V, 016VA, 017_V, 017VA
	SCK	Hours 4	018_S, 018SC, 019_S, 019SC
	PER		
	HOL		
	BONUS	Earnings Code 3	020, 021
	JURY		

## CBS Payroll

Examples of export file fields for CBS Payroll are shown in the following matrix table:

	Field	Action		
<b>Payroll General Tab</b>	Payroll	Select CBS Payroll		
	Payroll ID	Enter a 2-character upper-case code identifying the payroll batch no.		
	Output Path	Specify the location and file name for the export file. Example = C:\ProgramFiles\Time Guardian Plus\filename		
	Field	Action		
<b>Payroll Settings General Tab</b>	Company ID	Enter a company code		
	Company Name	Enter a Company Name		
	Pass Rates	Check to transfer rates through to payroll file		
	TG Plus default Pay Code	Value	Field Id	Pay Type
<b>Payroll Settings Pay Codes Tab</b>	REG	A max. of 4 digits Enter none, N Normal, V Vacation, H Holiday, S Sick	Select which area to categorize the hours: Enter none 1 Regular Hours 2 OT Hours 1 3 OT Hours 2 4 OT Hours 3	
	OT			
	DT			
	VAC			
	SCK			
	PER			
	HOL			
	BONUS			
	JURY			



## Ceridian Power Pay

Examples of export file fields for Ceridian Power Pay are shown in the following matrix table:

	Field	Action
<b>Payroll General Tab</b>	Payroll	Select Ceridian Power Pay
	Payroll ID	Enter a 2-character upper-case code identifying the payroll batch no.
	Output Path	Specify the location and file name for the export file. Example = C:\ProgramFiles\Time Guardian Plus\filename
	Field	Action
<b>Payroll Settings General Tab</b>	Company Number	Default = 1
	Site Code	Default = 1
	Run Number	Default = 1
	Period Number	Default = 1
	Pass Dollars	Check to transfer dollars through to payroll file
	<b>TG Plus default Pay Code</b>	<b>Power Pay Field ID</b>
<b>Payroll Settings Pay Codes Tab</b>	REG	Located in the PDM file. Payroll field ID = the number after the 1 <sup>st</sup> comma on any line beginning with 002. Example = 1307
	OT	Example = 1270
	DT	
	VAC	
	SCK	
	PER	
	HOL	Example = 1304
	BONUS	
	JURY	

## EasyPay

Examples of export file fields for EasyPay are shown in the following matrix table:

	Field	Action
Payroll General Tab	Payroll	Select EasyPay
	Payroll ID	Enter payroll ID.
	Output Path	Specify the location and file name for the export file. Example = C:\ProgramFiles\Time Guardian Plus\filename
	Field	Action
Payroll Settings General Tab	Pass Rates	Check to transfer rates through to payroll file
	Pass Dollars	Check to transfer dollars through to payroll file
	TG Plus default Paycode	Value
Payroll Settings Paycodes Tab	REG	Regular Pay
	OT	
	DT	
	VAC	
	SCK	
	PER	
	HOL	Holiday Pay
	BONUS	
	JURY	

## Excel

Examples of export file fields for Excel are shown in the following matrix table:

	Field	Action
<b>Payroll General Tab</b>	Payroll	Select Excel
	Payroll ID	Enter a payroll ID.
	Output Path	Specify the location and file name for the CSV export file. Example = C:\ProgramFiles\Time Guardian Plus\filename
	Field	Action
<b>Payroll Settings General Tab</b>	Display start/end date	Check to transfer start/end date in the following format = mm/dd/yyyy, yyyy/mm/dd, or dd MMMMM yyyy
	Separate Records By Day	Check to separate records
	Pass Zones	Check to transfer zones through to payroll file
	Pass Rates	Check to transfer rates through to payroll file
	Pass Dollars	Check to transfer dollars through to payroll file
	Include Empty Records	Check to transfer employees with no hours through to payroll file
	Hours Format	
	Hundredths	Check to transfer time in hundredths to payroll file
	Hours/Mins	Check to transfer time in hours/mins to payroll file
	Minutes	Check to transfer time in minutes to payroll file
	TG Plus default Pay Code	Value
<b>Payroll Settings Pay Codes Tab</b>	REG	REG
	OT	OT
	DT	DT
	VAC	VAC
	SCK	SCK
	PER	PER
	HOL	HOL
	BONUS	BONUS
	JURY	JURY



## Gevity HR

Examples of export file fields for Gevity HR are shown in the following matrix table:

	Field	Action
<b>Payroll General Tab</b>	Payroll	Select Gevity HR
	Payroll ID	Enter a 2-character upper-case code identifying the payroll batch no.
	Output Path	Specify the location and file name (provided by Gevity HR) for the export file. Example = C:\ProgramFiles\Time Guardian Plus\filename
	Field	Action
<b>Payroll Settings General Tab</b>	Company Number	Default = 123456789101112
	Pass Rates	Check to transfer rates through to payroll file
	Pass Dollars	Check to transfer dollars through to payroll file
	TG Plus default Pay Code	Value
<b>Payroll Settings Pay Codes Tab</b>	REG	Codes 0 Regular through 41 Severance Pay
	OT	Codes 0 Regular through 41 Severance Pay
	DT	Codes 0 Regular through 41 Severance Pay
	VAC	Codes 0 Regular through 41 Severance Pay
	SCK	Codes 0 Regular through 41 Severance Pay
	PER	Codes 0 Regular through 41 Severance Pay
	HOL	Codes 0 Regular through 41 Severance Pay
	BONUS	Codes 0 Regular through 41 Severance Pay
	JURY	Codes 0 Regular through 41 Severance Pay

## Paychex Paylink

Examples of export file fields for Paychex Paylink are shown in the following matrix table:

	Field	Action	
<b>Payroll General Tab</b>	Payroll	Select Paychex Paylink	
	Payroll ID	Enter a payroll ID.	
	Output Path	Specify the location and file name for the export file. Example = C:\Paylink\Import	
	Field	Action	
<b>Payroll Settings General Tab</b>	Client Number	Enter 4-character number	
	Office Number	Enter 0001 to 1295	
	Site Number	Example = 001	
	Separate Records By Day	Check to separate records	
	Pass Rates	Check to transfer rates through to payroll file	
	Pass Dollars	Check to transfer dollars through to payroll file	
	TG Plus default Pay Code	Value	Field ID
<b>Payroll Settings Pay Codes Tab</b>	REG	Rate 1 Regular Hours, Rate 2 Regular Hours, Rate 3 Regular Hours	Example = R10A, R20A, R30A
	OT	Rate 1 Overtime Hours, Rate 2 Overtime Hours, Rate 3 Overtime Hours	Example = R10C, R20C, R30C
	DT		
	VAC	Vacation Regular Hours	Example = VA0A
	SCK	Qualified Sick Regular Hours, Non-Qualified Sick Regular Hours	Example = QS0A, NS0A
	PER		
	HOL	Holiday Regular Hours	Example = HO0A
	BONUS		
	JURY		

## Paychex Preview

Examples of export file fields for Paychex Preview are shown in the following matrix table:

	Field	Action	
<b>Payroll General Tab</b>	Payroll	Select Paychex Preview	
	Payroll ID	Enter a 2-character code, with the 1 <sup>st</sup> character an E	
	Output Path	Specify the location and file name for the export file. Example = C:\ProgramFiles\Time Guardian Plus\filename	
	Field	Action	
<b>Payroll Settings General Tab</b>	Separate Records By Day	Check to separate records	
	Year Format	Enter the year format	
	Pass Name	Check to transfer name through to payroll file	
	Pass Rates	Check to transfer rates through to payroll file	
	Pass Dollars	Check to transfer dollars through to payroll file	
	Pass Tips	Check to transfer tips through to payroll file	
	Tips Code	Default = t	
	TG Plus default Pay Code	Type	Code
<b>Payroll Settings Pay Codes Tab</b>	REG	E Earnings, D Deductions	12
	OT		
	DT		
	VAC		
	SCK		
	PER		
	HOL		
	BONUS		
	JURY		



## PayDay

Examples of export file fields for PayDay are shown in the following matrix table:

	Field	Action
<b>Payroll General Tab</b>	Payroll	Select PayDay
	Payroll ID	Enter a 2-character upper-case code identifying the payroll batch no.
	Output Path	Specify the location and file name (provided by PAYDAY of AMERICA) for the export file. Example = C:\ProgramFiles\Time Guardian Plus\filename
	Field	Action
<b>Payroll Settings General Tab</b>	Company No.	Enter code provided by PAYDAY of AMERICA
	Pass Rates	Check to transfer rates through to payroll file
	Pass Dollars	Check to transfer dollars through to payroll file
	TG Plus default Pay Code	Value
<b>Payroll Settings Pay Codes Tab</b>	REG	Codes 0 Regular through 41 Severance Pay
	OT	Codes 0 Regular through 41 Severance Pay
	DT	Codes 0 Regular through 41 Severance Pay
	VAC	Codes 0 Regular through 41 Severance Pay
	SCK	Codes 0 Regular through 41 Severance Pay
	PER	Codes 0 Regular through 41 Severance Pay
	HOL	Codes 0 Regular through 41 Severance Pay
	BONUS	Codes 0 Regular through 41 Severance Pay
	JURY	Codes 0 Regular through 41 Severance Pay

## PayWeb

Examples of export file fields for PayWeb are shown in the following matrix table:

	Field	Action
<b>Payroll General Tab</b>	Payroll	Select PayWeb
	Payroll ID	Enter payroll ID.
	Output Path	Specify the location and file name for the export file. Example = C:\ProgramFiles\Time Guardian Plus\filename
	Field	Action
<b>Payroll Settings General Tab</b>	Pass Zones	Check to transfer zones through to payroll file
	Pass Rates	Check to transfer rates through to payroll file
	Pass Base Rate	Check to transfer base rate through to payroll file
	Pass Dollars	Check to transfer dollars through to payroll file
	Pass Tips	Check to transfer tips through to payroll file
	TipsID	Enter TipsID, default = 06
	TG Plus default Paycode	Value
<b>Payroll Settings Paycodes Tab</b>	REG	Regular Pay
	OT	
	DT	
	VAC	
	SCK	
	PER	
	HOL	Holiday Pay
	BONUS	
	JURY	

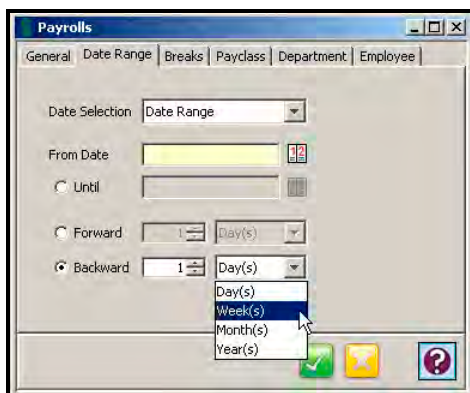


## Peachtree Win

Examples of export file fields for Peachtree Win are shown in the following matrix table:

	Field	Action
<b>Payroll General Tab</b>	Payroll	Select Peachtree Win
	Payroll ID	Enter a 2-character upper-case code identifying the payroll batch no.
	Output Path	Specify the location and file name for the export file. Example = C:\ProgramFiles\Time Guardian Plus\Time.cvs
	Field	Action
<b>Payroll Settings General Tab</b>	Separate Records By Day	Check to separate records
	Pass Rates	Check to transfer rates through to payroll file
	TG Plus default Pay Code	Value
<b>Payroll Settings Pay Codes Tab</b>	REG	Enter 1 for straight time
	OT	Enter 2 for time and a half
	DT	
	VAC	Enter 1 for straight time
	SCK	Enter 1 for straight time
	PER	Enter 1 for straight time
	HOL	Enter 1 for straight time
	BONUS	
	JURY	Enter 1 for straight time

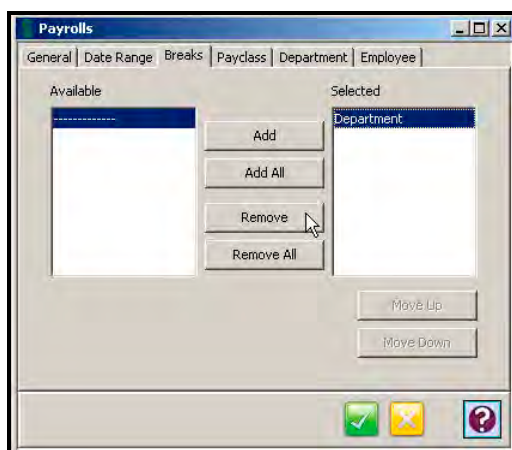
9. Click on the **Date Range** tab. The following is an example of the Date Range tab window:



10. In the Date Selection field, select the date range for the report. The choices are; Today, Yesterday, Last Open Period, Previous Open Period, Current Week, Previous Week, Current Month, Previous Month, Last 2 Weeks, Date Range, Current Pay period, and Previous Pay period.

**Note:** When Current Pay period and Previous Pay period are selected, the first Pay Class in the Selected List on the Pay Class tab will be used as the date range for the file.

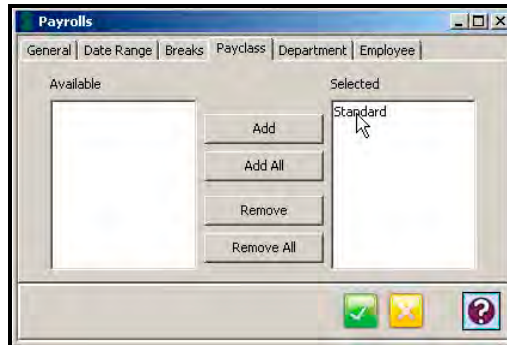
11. If Date Range was chosen as the Date Selection, you must enter the From Date and Until Date using the Calendar icon. You also have the option of going forward or backward as many days, weeks, months, or years from the From Date using the Forward and Backward options.
12. Click on the **Breaks** tab. The Breaks tab determines which departments in the Amano Time & Attendance software that will be passed to the Payroll Export file. The number of departments to be passed on is dependent upon the payroll company you are using. The “- - - - -” selection will leave that particular department field blank in the payroll file. The following is an example of the Breaks tab window:



- To add a department to the payroll file, highlight the desired Labor Level in the Available list and click on the Add button.
- To add all departments to the payroll file, click on the Add All button.

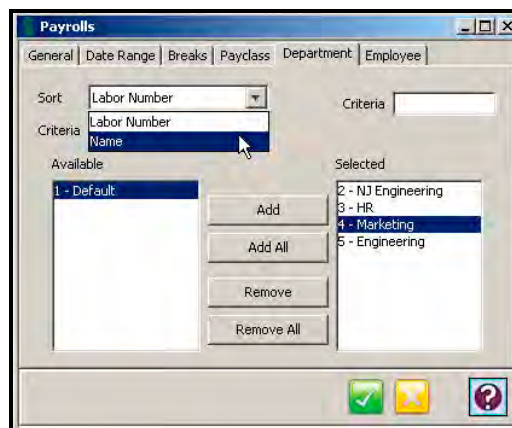
- The departments in the payroll file will be separated in the order that they appear in the Selected list. To change the order of the departments in the Selected list, select the desired department, and click on the Move Up and Move Down button.
- To remove a department from the payroll file, highlight the desired department in the Selected list and click on the Remove button. To remove all selected departments, click on the Remove All button.

13. Click on the **Pay Class** tab. The following is an example of the Pay Class tab window:



- To add a Pay Class to the payroll file, highlight the desired Pay Class in the Available list and click on the **Add** button.
- To add all Pay Classes to the report, click on the **Add All** button.
- To remove a Pay Class from the payroll file, highlight the desired Pay Class in the Selected list and click on the **Remove** button.
- To remove all selected Pay Classes, click on the **Remove All** button.

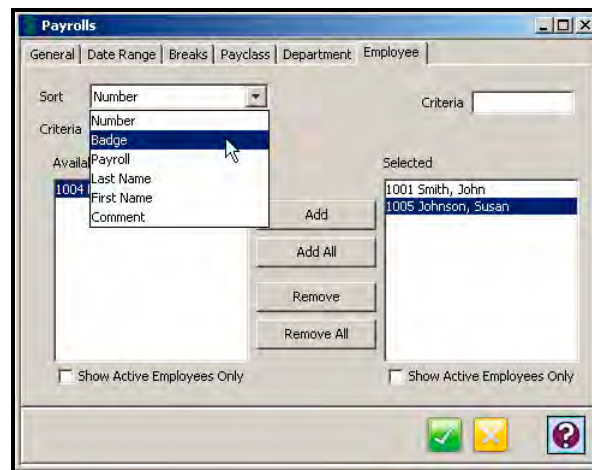
14. Click on the **Department** tab. The following is an example of a Department tab window:



15. To add a department category to the payroll file, highlight the desired department category in the Available list and click on the Add button. To select all departments for the payroll file, click on the Add All button. To remove a department from the payroll file, highlight the desired category in the Selected list and click on the Remove button. To remove all selected departments, click on the Remove All button.
- To add a Labor Level category to the payroll file, highlight the desired Labor Level category in the Available list and click on the **Add** button.


- To add all categories of the Labor Level to the report, click on the **Add All** button.
- To remove a category of the Labor Level from the payroll file, highlight the desired category in the Selected list and click on the Remove button.
- To remove all selected categories of the Labor Level, click on the Remove All button.
- Filter departments shown in the “Available” and “Selected” lists by selecting a sort item in the dropdown list in the Sort field. Then enter data in the Criteria field(s) above either or both lists. Only categories of the department matching the data entered will appear in both lists.

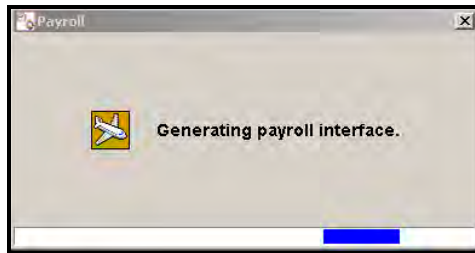
16. Click on the **Employee** tab. The following is an example of a Employee tab window:



- To add an employee to the payroll file, highlight the desired employee in the Available list and click on the **Add** button.
- To add all employees to the report, click on the **Add All** button.
- To remove an employee from the payroll file, highlight the desired employee in the Selected list and click on the **Remove** button.
- To remove all selected employees, click on the **Remove All** button.
- Filter employees shown in the “Available” and “Selected” lists by selecting a sort category in the dropdown list in the Sort field. Then enter data in the Criteria field(s) above either or both lists. Only employees matching the data entered will appear in both lists.

## Generating the Payroll File

To generate a payroll file from the Payroll Profile, select the desired Payroll Profile from the list in the Table View, and click on the **Run Payroll**  button and the following message will appear:



**Note:** An error message may appear if the Payroll interface cannot be created. Please check the Payroll Settings and/or consult Amano support if necessary.

## QuickBooks Manual Integration

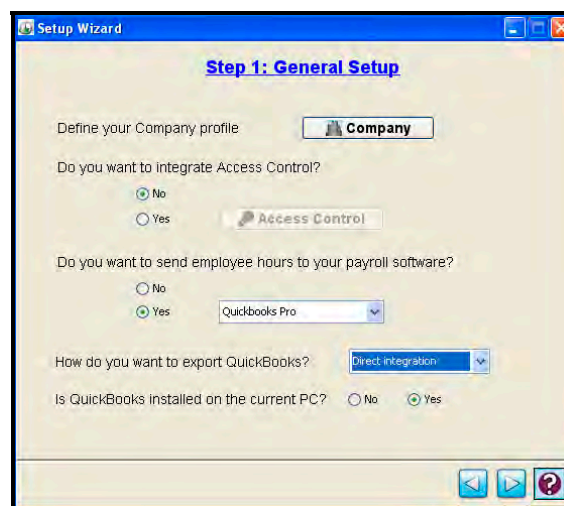
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Follow these procedures for QuickBooks Direct or File Integration:

### Section 1: Direct QuickBooks Integration [Export, Import or Both]

#### Part A - Configuration

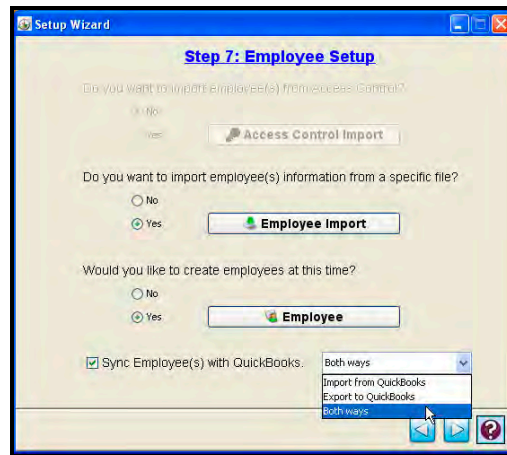
- Step 1.** During installation of the Amano Time & Attendance software the Setup Wizard in **Step 1: General Setup** will ask; **Do you want to send employee hours to your payroll software?** Select **Yes**.
- Step 2.** Select **Direct integration** from the dropdown menu for **How do you want to export QuickBooks?**
- Step 3.** Select **Yes** for **Is QuickBooks installed on the current PC?** It is recommended to have QuickBooks installed on the current PC and open for successful direct integration.



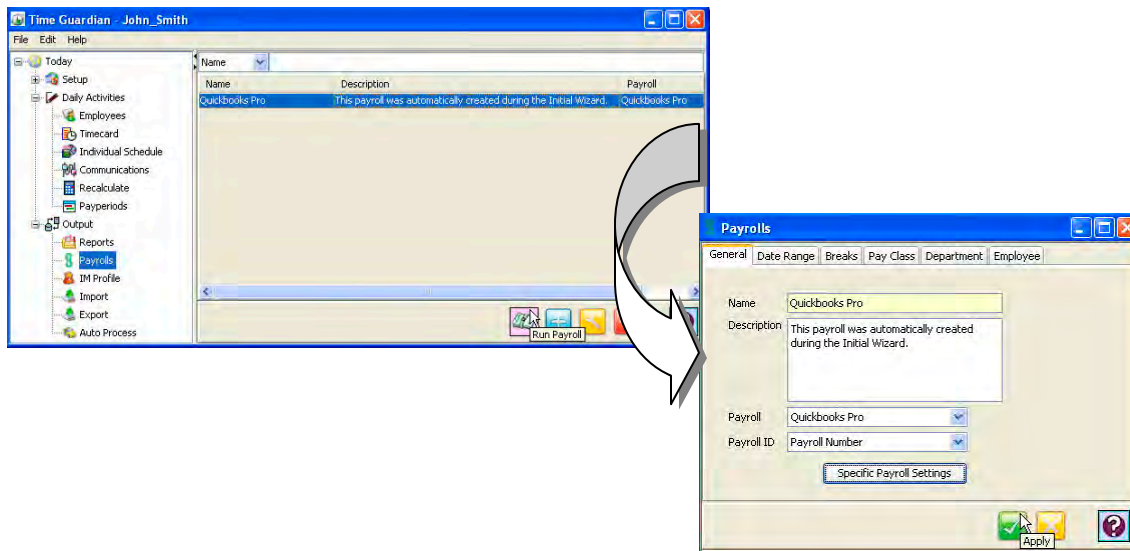


## Part B – Employee Exchange

**Step 1.** From Setup Wizard in **Step7: Employee Setup**, check the box to **Sync Employee(s) with QuickBooks** and select the method of synchronization from the dropdown choices of; Import from QuickBooks, Export to QuickBooks, or Both ways [bi-directional].



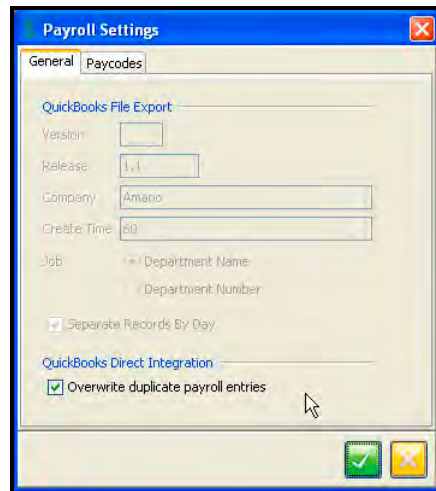
**Step 2.** The selection of Direct Integration for QuickBooks will auto create the QuickBooks Pro payroll template. From the tree view select the Payrolls module and double-click on the created QuickBooks Pro payroll template to define the Name, Description, Payroll, and/or Payroll ID fields or just use the default entries.



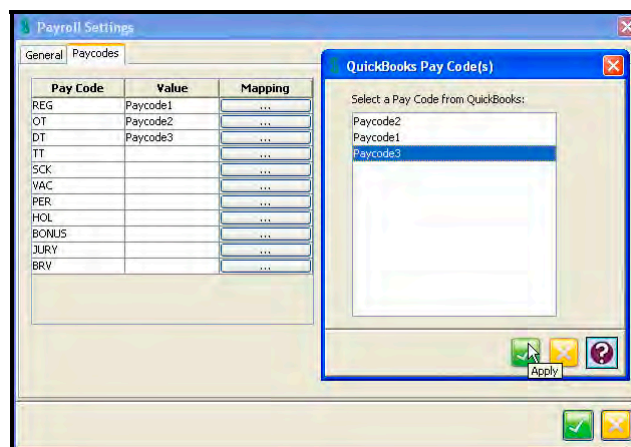
**Step 3.** From the File menu in the Time & Attendance software, select **“Synchronize Employee(s) with Payroll”**. The **“Please make sure that QuickBooks is running before proceeding to synchronize”** message will appear → click **OK** to proceed. The **“Synchronizing Payrolls”** message will appear followed by the message **“Successfully synchronized employees with QuickBooks”** → click **OK** to finish.

## Part C – Payroll Export

- Step 1.** Click on the Specific Payroll Settings button to perform Pay Code mapping. QuickBooks should be configured for your company. From the General tab select if you want to **Overwrite duplicate payroll entries** for Direct Integration. If this box is not checked, the hours sent will be duplicated each time hours are transferred to QuickBooks.

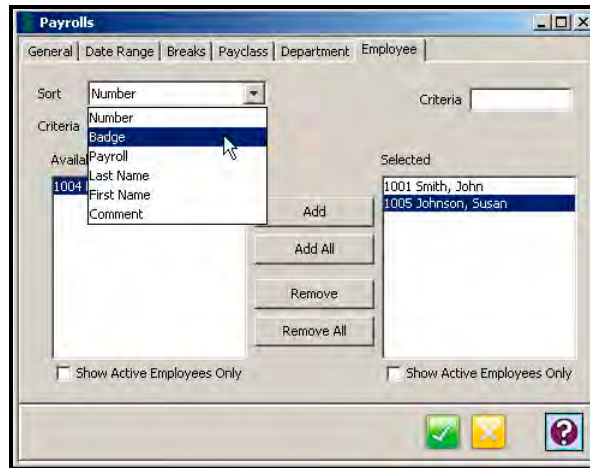


- Step 2.** Click on the Paycodes tab to perform Paycodes mapping with QuickBooks from the QuickBooks Pay Code(s) screen. Select the “Mapping” browse button alongside the Time & Attendance Pay Code listed on the left side to map the QuickBooks Pay Code. The QuickBooks Pay Code will appear in the “Value” column.




**Note** – Failure to perform and/or correctly map Pay Codes could result in non-synchronization. The “Item Name” in QuickBooks = Pay Code in the Time & Attendance software.

- Step 3.** From the Time & Attendance software Payrolls screen, click on the Employee tab (see figure), and select the employees from the Available List to be included in the payroll file.



- To add an employee to the payroll file, highlight the desired employee in the Available list and click on the **Add** button.
- To add all employees to the report, click on the **Add All** button.
- To remove an employee from the payroll file, highlight the desired employee in the Selected list and click on the **Remove** button.
- To remove all selected employees, click on the **Remove All** button.
- Filter employees shown in the “Available” and “Selected” lists by selecting a sort category in the dropdown list in the Sort field. Then enter data in the Criteria field(s) above either or both lists. Only employees matching the data entered will appear in both lists.

**Step 4.** Save the Payroll Settings you just created and then select the Run Payroll  icon to generate the payroll export file from the Time & Attendance software.

**Step 5.** From the File menu in the Time & Attendance software, select “**Synchronize Employee(s) with Payroll**”. The “**Please make sure that QuickBooks is running before proceeding to synchronize**” message will appear → click **OK** to proceed. The “**Synchronizing Payrolls**” message will appear followed by the message “**Successfully synchronized employees with QuickBooks**” → click **OK** to finish.

The synchronization will be performed depending on what was selected for the method of synchronization in the **Wizard Employee Setup** for how to **Sync Employee(s) with QuickBooks** with the choices of;

- Import from QuickBooks – QuickBooks acts as the master. Suggested for scenario where you already have the QuickBooks as the payroll software and the Time & Attendance software is being added.
- Export to QuickBooks - Suggested for scenario where you already have the Time & Attendance software and QuickBooks is being added as the payroll software.
- Both ways – Employee information will bi-directional transfer, but QuickBooks remains as the master. If employee is changed in the Time & Attendance software, the employee change must be updated in QuickBooks to maintain good synchronization.

The Time & Attendance software can accept the QuickBooks payperiod settings of; **Weekly, Bi-Weekly, Semi-Monthly**, and **Monthly**. Any different payperiod setting in QuickBooks will automatically be defined as Weekly when transferred to the Time & Attendance software.





**Note** – QuickBooks Payroll integration can also be setup by selecting the Setup Wizard from the File Menu in the Time & Attendance software. Click on General & Employee tabs to configure. Select Payrolls module from the tree view and create the QuickBooks payroll profile.

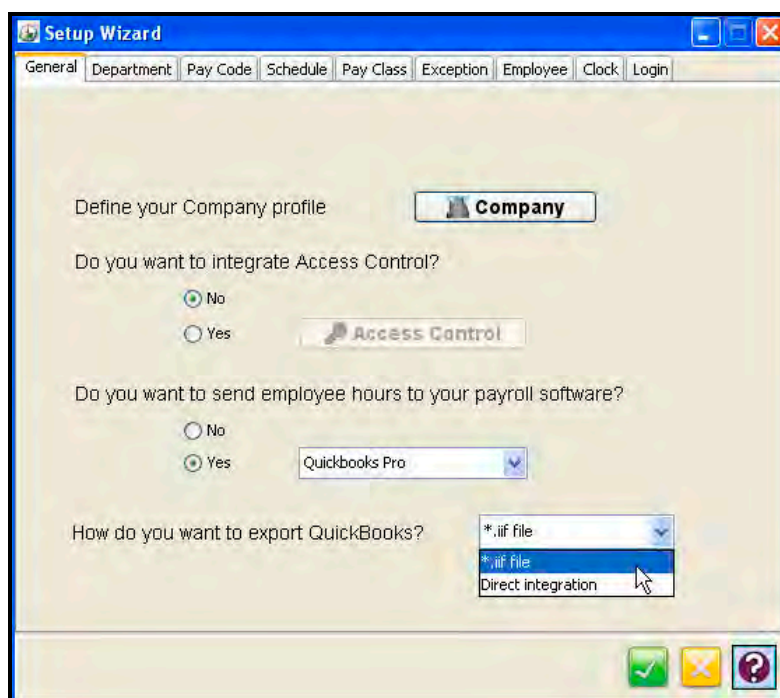


**Note** – For auto synchronization to work: QuickBooks Pro version 7 or higher must be installed and QuickBooks Pro must be started up first and running before starting up the Amano Time & Attendance software.

## Section 2: iif File QuickBooks Integration [Export]

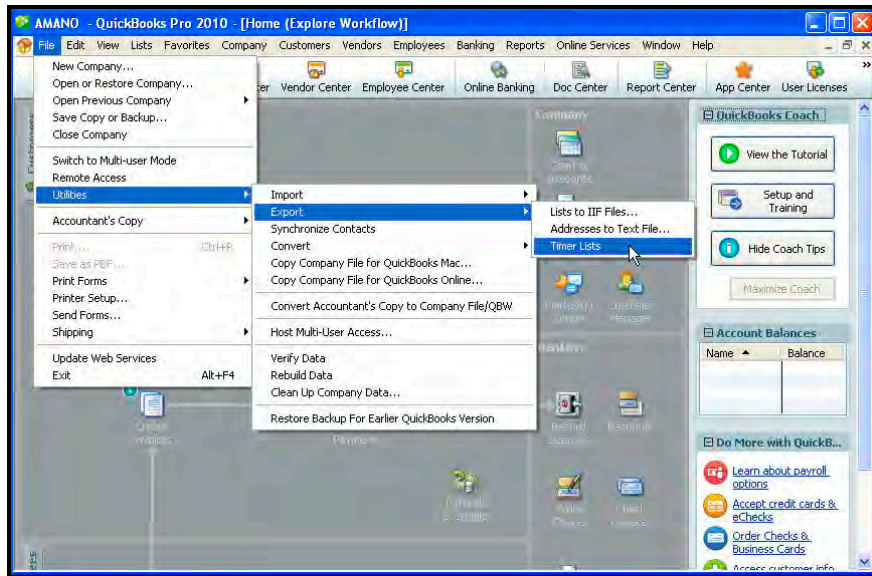
### Part A - Configuration

- Step 1.** During installation of the Amano Time & Attendance software the Setup Wizard in **Step 1: General Setup** will ask; **Do you want to send employee hours to your payroll software?** Select **Yes**.
- Step 2.** Select **\*.iif file** from the dropdown menu for **How do you want to export QuickBooks?**

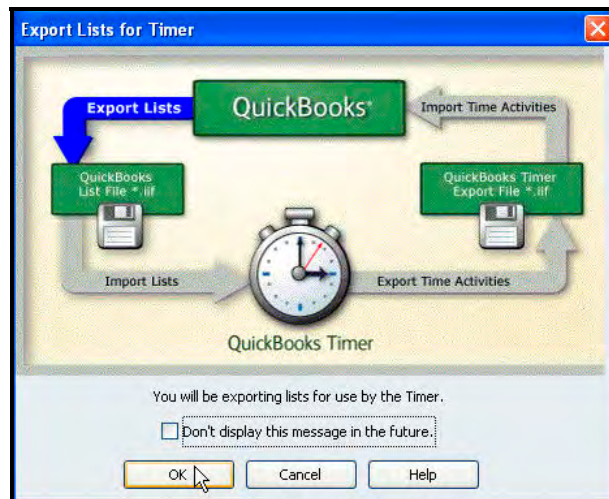


### Part B – Employee Exchange

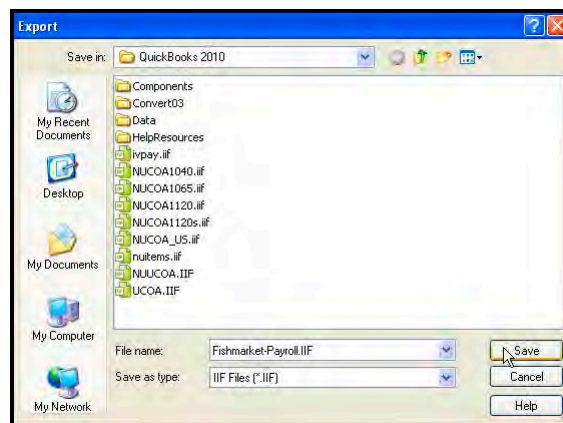
- Step 1.** From the main menu of QuickBooks select **File** (see figure).



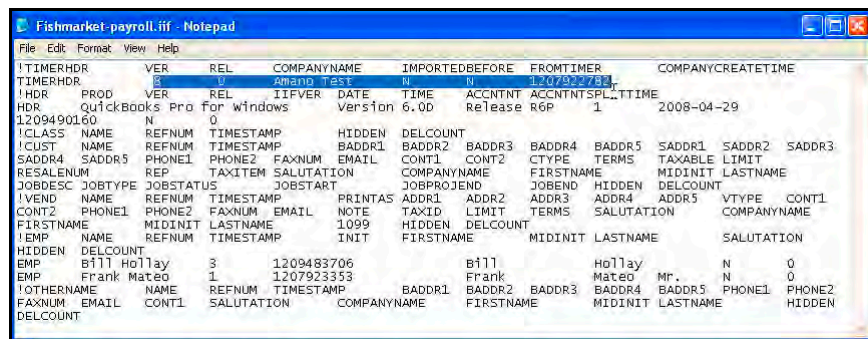
**Step 2.** Select **Utilities** → **Export** → **Timer Lists** and the following screen will appear:



**Step 3.** Enter the name for the payroll file in the File name field (see figure). It is recommended to use an .iif file extension.

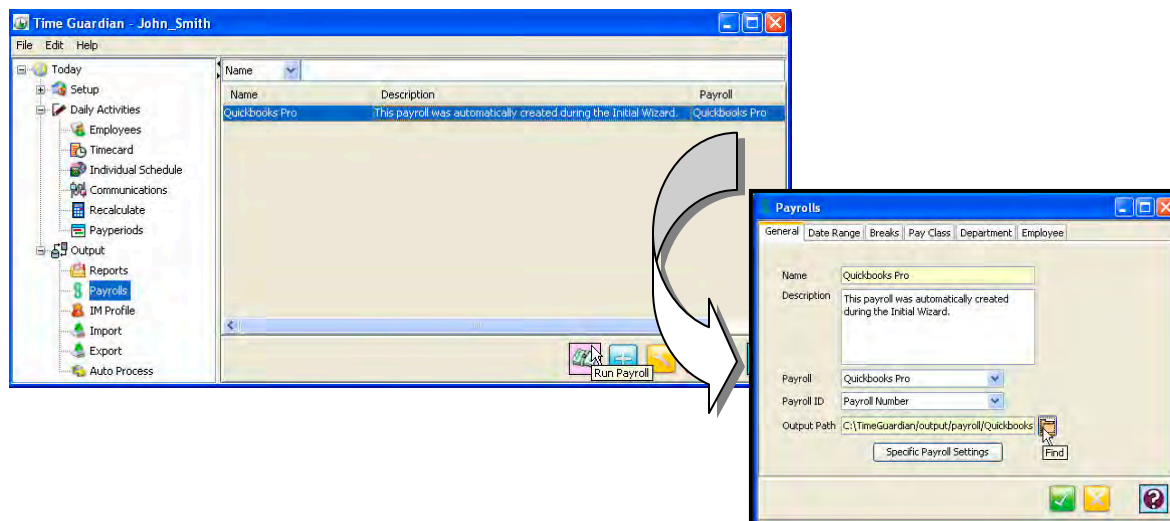



- Step 4.** Click Save button and if successful a message will appear; “**Your data has been exported successfully**”. After the file has been saved, open the file using Notepad (see figure). Information from this file will be used to create the export file from the Amano Time & Attendance software.

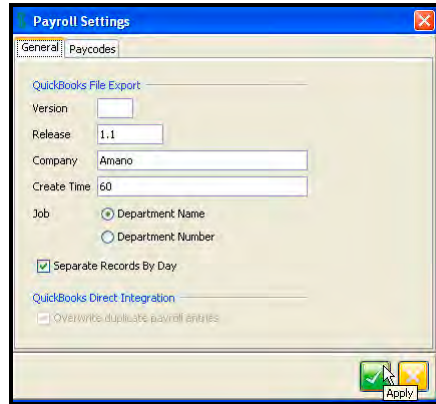


## Part C – Payroll Export

- Step 1.** From the tree view in the Time & Attendance software select the Payrolls module and double-click on the created QuickBooks Pro payroll profile to define the Name, Description, Payroll, and/or Payroll ID fields. If necessary browse to define the **Output Path** for the iif file.



- Step 2.** In the Payroll ID field, select: Payroll Number, Employee Number, Social Security Number, or Badge Number.
- Step 3.** In the Output Path field, enter in the directory path of the payroll file or click on the Browse button to set the path. An Open dialog will appear. Select the path and directory and enter in the filename. The filename of the payroll file is usually set by the payroll company you are using.
- Step 4.** Click on the **Specific Payroll Settings** button to see the Payroll Settings window, which are payroll company specific. The following are examples for QuickBooks Pro Payroll Settings General and Pay Codes tab screens. Configure the General and Pay Codes settings tabs as per the QuickBooks Pro requirements and click on the  button.



- Step 5.** Enter the version number of the QuickBooks package you are using. This information can be obtained from QuickBooks iif file opened with Notepad (see figure).
- Step 6.** Enter the release number of the QuickBooks package you are using. This information can be obtained from QuickBooks iif file opened with Notepad in (see figure).
- Step 7.** Enter the Company Name from QuickBooks. This information can be obtained from QuickBooks iif file opened with Notepad (see figure).
- Step 8.** Enter the Create Time number from the QuickBooks package you are using. This information can be obtained from QuickBooks iif file opened with Notepad (see figure). The Time & Attendance software will enter a default value in the Export To field. Choose the location and file name for the export file. This information is entered in the select path field.
- Step 9.** Once all the fields for the General Payroll Settings have been entered, click on the Pay Codes tab (see figure) and select the Pay Codes that you want transferred from the Time & Attendance software to QuickBooks. Assigning a payroll ID to the desired pay codes will do this. A complete list of payroll IDs can be found in QuickBooks payroll items. The "Item Name" in QuickBooks = Pay Code in the Time & Attendance software.

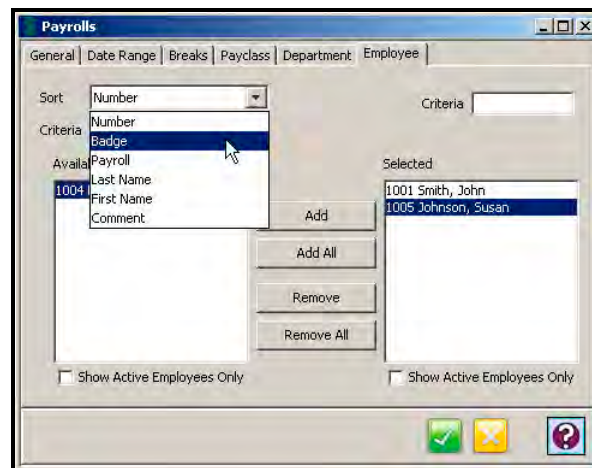


Example of Amano Time & Attendance Pay Codes vs. QuickBooks Payroll Field IDs:




Time Guardian Pay Codes	QuickBooks Payroll Field ID
REG	Regular Pay
HOL	Holiday Pay

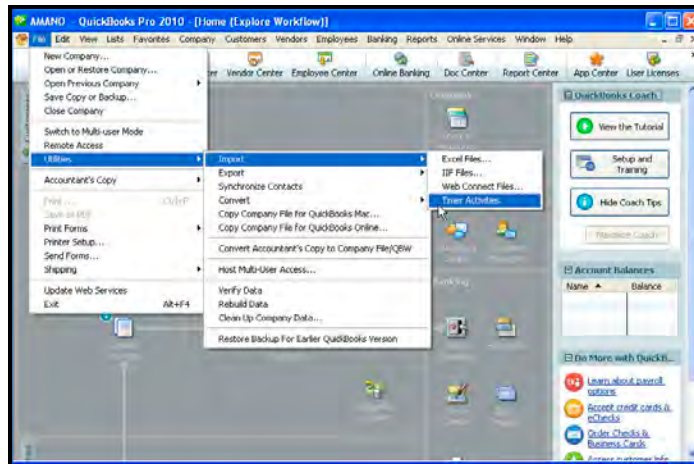
**Step 10.** From the Time & Attendance software Payrolls screen, click on the Employee tab (see figure), and select the employees from the Available List to be included in the payroll file.



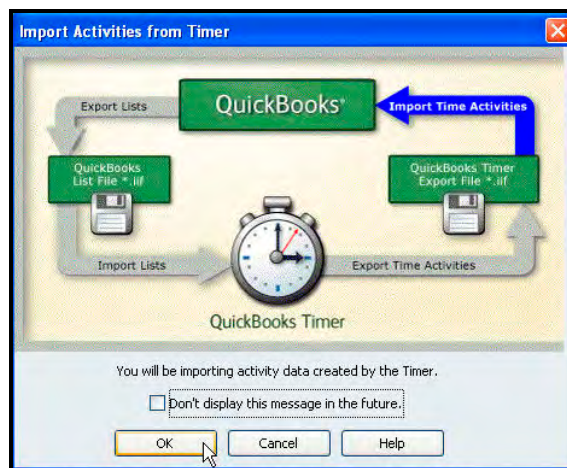
- To add an employee to the payroll file, highlight the desired employee in the Available list and click on the **Add** button.
- To add all employees to the report, click on the **Add All** button.
- To remove an employee from the payroll file, highlight the desired employee in the Selected list and click on the **Remove** button.
- To remove all selected employees, click on the **Remove All** button.
- Filter employees shown in the “Available” and “Selected” lists by selecting a sort category in the dropdown list in the Sort field. Then enter data in the Criteria field(s) above either or both lists. Only employees matching the data entered will appear in both lists.

**Step 11.** Save the Payroll Settings you just created and then select the Run Payroll  icon to generate the payroll export file from the Time & Attendance software.

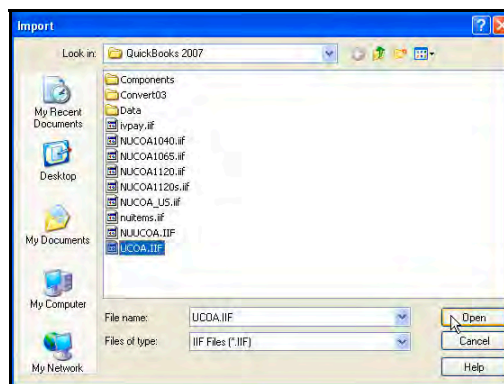
**Step 12.** Once the export file has been created from the Amano Time & Attendance software it can now be imported by QuickBooks. From QuickBooks select File from the main menu (see figure).



**Step 13.** From QuickBooks Pro, select **Utilities =>Import => Timer Activities** and the following QuickBooks screen will appear:



**Step 14.** Select **OK** to continue and select the file to be imported (see figure). This is the file name that was defined in Time Guardian. Highlight the file as illustrated in the example figure and select open.



**Step 15.** From QuickBooks view the imported employee information, create paychecks if desired, and/or submit for payroll.

## QuickBooks Auto Integration

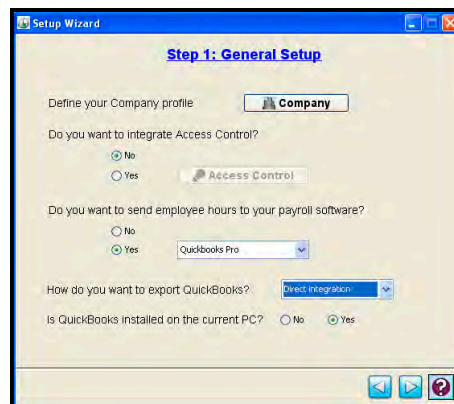
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**Note:** For auto synchronization to work: QuickBooks Pro version 7 or higher must be installed. Also, QuickBooks Pro must be started up first and running before starting up the Amano Time & Attendance software.

The following procedure describes how to setup the Amano Time & Attendance software for QuickBooks Pro auto integration/synchronization.

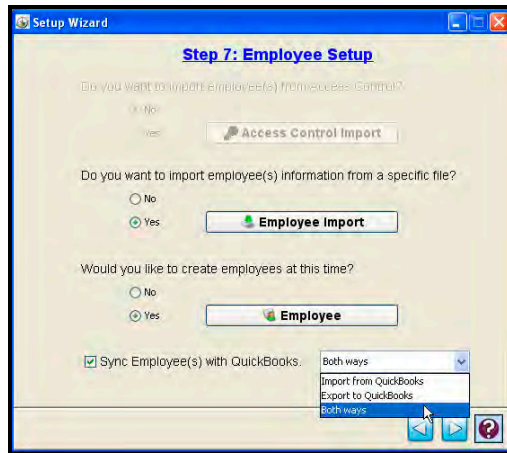
### Part A - Configuration

- Step 1.** During installation of the Amano Time & Attendance software the Setup Wizard in **Step 1: General Setup** will ask; **Do you want to send employee hours to your payroll software?** Select **Yes**.
- Step 2.** Select **Direct integration** from the dropdown menu for **How do you want to export QuickBooks?**
- Step 3.** Select **Yes** for **Is QuickBooks installed on the current PC?** It is recommended to have QuickBooks installed on the current PC and open for successful direct integration. Note – You can select No and integrate with QuickBooks on a server [remotely] but the QuickBooks still has to be open for successful integration [synchronization].

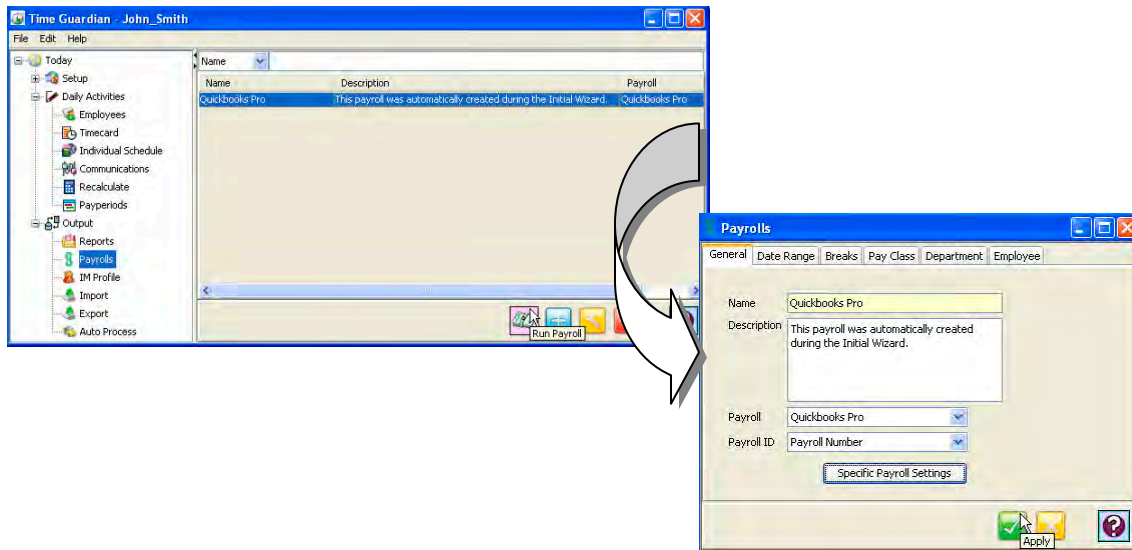


### Part B – Employee Exchange

- Step 1.** From Setup Wizard in **Step7: Employee Setup**, check the box to **Sync Employee(s) with QuickBooks** and select the method of synchronization from the dropdown choices of; Import from QuickBooks, Export to QuickBooks, or Both ways [bi-directional].



**Step 2.** The selection of Direct Integration for QuickBooks will auto create the QuickBooks Pro payroll template. From the tree view select the Payrolls module and double-click on the created QuickBooks Pro payroll template to define the Name, Description, Payroll, and/or Payroll ID fields or just use the default entries.

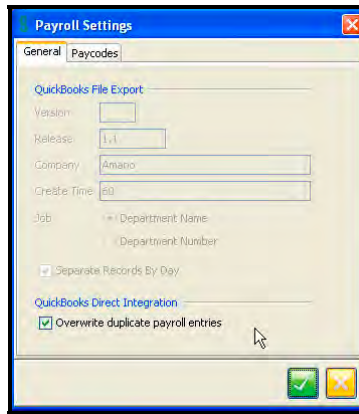


**Step 3.** From the File menu in the Time & Attendance software, select **“Synchronize Employee(s) with Payroll”**. The **“Please make sure that QuickBooks is running before proceeding to synchronize”** message will appear → click **OK** to proceed. The **“Synchronizing Payrolls”** message will appear followed by the message **“Successfully synchronized employees with QuickBooks”** → click **OK** to finish.

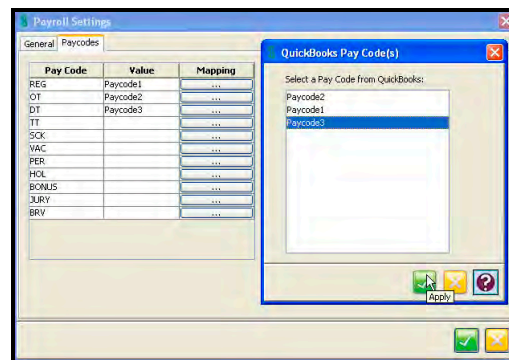
## Part C – Payroll Export

**Step 1.** Click on the Specific Payroll Settings button to perform Pay Code mapping. QuickBooks should be configured for your company. From the General tab select if you want to **Overwrite duplicate payroll entries** for Direct Integration. If this box is not checked, the hours sent will be duplicated each time hours are transferred to QuickBooks.



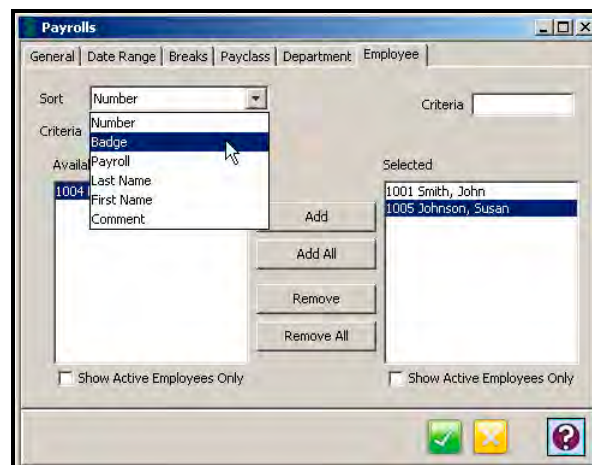


**Step 6.** Click on the Pay codes tab to perform Pay codes mapping with QuickBooks from the QuickBooks Pay Code(s) screen. Select the “Mapping” browse button alongside the Time & Attendance Pay Code listed on the left side to map the QuickBooks Pay Code. The QuickBooks Pay Code will appear in the “Value” column.



**Note** – Failure to perform and/or correctly map Pay Codes could result in non-synchronization. The “Item Name” in QuickBooks = Pay Code in the Time & Attendance software.

**Step 7.** From the Time & Attendance software Payrolls screen, click on the Employee tab (see figure), and select the employees from the Available List to be included in the payroll file.



- To add an employee to the payroll file, highlight the desired employee in the Available list and click on the **Add** button.
- To add all employees to the report, click on the **Add All** button.
- To remove an employee from the payroll file, highlight the desired employee in the Selected list and click on the **Remove** button.
- To remove all selected employees, click on the **Remove All** button.
- Filter employees shown in the “Available” and “Selected” lists by selecting a sort category in the dropdown list in the Sort field. Then enter data in the Criteria field(s) above either or both lists. Only employees matching the data entered will appear in both lists.



**Step 8.** Save the Payroll Settings you just created and then select the Run Payroll icon to generate the payroll export file from the Time & Attendance software.

**Step 9.** From the File menu in the Time & Attendance software, select “**Synchronize Employee(s) with Payroll**”. The “**Please make sure that QuickBooks is running before proceeding to synchronize**” message will appear → click **OK** to proceed. The “**Synchronizing Payrolls**” message will appear followed by the message “**Successfully synchronized employees with QuickBooks**” → click **OK** to finish.

The synchronization will be performed depending on what was selected for the method of synchronization in the **Wizard Employee Setup** for how to **Sync Employee(s) with QuickBooks** with the choices of;

- Import from QuickBooks – QuickBooks acts as the master. Suggested for scenario where you already have the QuickBooks as the payroll software and the Time & Attendance software is being added.
- Export to QuickBooks - Suggested for scenario where you already have the Time & Attendance software and QuickBooks is being added as the payroll software.
- Both ways – Employee information will bi-directional transfer, but QuickBooks remains as the master. If employee is changed in the Time & Attendance software, the employee change must be updated in QuickBooks to maintain good synchronization.

The Time & Attendance software can accept the QuickBooks payperiod settings of; **Weekly, Bi-Weekly, Semi-Monthly**, and **Monthly**. Any different payperiod setting in QuickBooks will automatically be defined as Weekly when transferred to the Time & Attendance software.



**Note** – QuickBooks Payroll integration can also be setup by selecting the Setup Wizard from the File Menu in the Time & Attendance software. Click on General & Employee tabs to configure. Select Payrolls module from the tree view and create the QuickBooks payroll profile.

## Chapter 7: Web Interface Module for Payroll

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### Web Interface Module Introduction

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Time Guardian Pro comes standard with the Web Interface module, while Time Guardian and Time Guardian Plus require it to be activated as an optional module.

The description of this module will utilize Time Guardian Pro screens for illustrative purposes.

The activation of the Web Interface Module provides a punch web view that allows the employee to punch IN or OUT. This operates with same functionality as the Amano MTX-15 and/or FPT-40 clock provides. The employee may be capable of doing labor transfers from the punch submission screen. Also, the employee will be able to denote whether the punch is for a coffee break, break, or meal.

However, the Web Interface Module will provide two (2) distinct parts/capabilities; 1 part will be for employee access, and the 2<sup>nd</sup> part will be for supervisor only access.

The sections of the Time & Attendance Software affected and/or features added from the activation of this module include:

- **Employee Configuration** (Web Access)
- **Employee Global Assign** (Web Access)
- **Employee Portal**
  - Web Punch In
  - View Previous Punches
  - View Time Sheet
  - Make Adjustments
  - Reset Password
  - Run Schedule Posting Report
- **Supervisor Portal**
  - Access list of supervise Employees
  - Add/Edit/Delete Employees if granted
  - View/Edit Employees Time Card if granted
  - Run Reports

## Authorizing Payroll Export

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To authorize hours for an employee to be included in the payroll export file, place a check in the corresponding **Hours Auth** column (see the figure).

Schedule	Hours Auth	B-Sch Auth	A-Sch Auth	U-Sch Auth
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon 09:00 AM Mon 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue 09:00 AM Tue 0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed 09:00 AM Wed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu 09:00 AM Thu 0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri 09:00 AM Fri 05:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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