Time Keeper 2.8

Note: If you want to set up your company immediately, please go to page 2, section **.

Time Keeper is business software used for attendance record keeping. By entering attendance information on a regular basis, Time Keeper will give you instant access to employees' regular time, overtime, vacation, personal, sick, comp, holiday, and any other type of benefit time your company uses.

Start the program, and select the 'sample.mdb' file to open the sample database to use along with this documentation. This will assist to familiarize yourself with the program. Later, you can create as many new databases as you wish, so feel free to practice as much as you want.

Main Menu

This is the Time Keeper Main Menu. All screens can be reached from here.

File Menu:
Open Database - Click to select a database to work within.
New Database - Click to create a new database. You may name it whatever you wish provided it has a .mdb extension. Then use 'Open Database' to open the file.
Exit Program - Exits the application.

Attendance Menu:
Enter / Update Attendance Records - Click to bring you to the main screen for entering attendance records.
Enter Quick Week - Click to bring you to a screen for entering a weeks worth of records quickly.
Review Attendance Records - Click to bring you to the screen for reviewing all your records.

Employees Menu:
Employee Records - Click to bring you to the employees screen.

System Menu:
Company / Individual Information - Click to bring you to the screen where you enter your company name, or your own personal name if you are a consultant.
DepartsOfficesProjectsTimeBenefit - Click to bring you to the screen where you enter your company specific ***departments*** (i.e. secretary, administration); ***offices*** (i.e. California, New York, Florida); ***projects*** (i.e. two headed mutant project, or new widget design project); ***time*** - this is the section where you should enter the most common start and ending times for your employees (i.e. 09:00 AM , 05:00 PM) this will allow you to use the time drop- downs for quicker entry; ***benefit*** (i.e. vacation, personal, sick, holiday, maternity, comp, etc.).
Registration - Click to bring you to the screen where you enter all your personal information, including your registration number that you will receive after you register the program.

Reports Menu:
Go To Report Generator - Click to bring you to the reports screen. From here you may generate all types of reports on the information contained within your database. This screen will be explained later in more detail.

Database Menu:
Backup Database - Use this function to perform backups of databases at regular intervals. Databases can be backed up to a floppy or alternate subdirectory for safe keeping.
Compact Database - Use this function to condense and clean up your databases. Should be used every 6 months.

Enter / Update Records

This screen is used to enter your records or information on a regular basis.

Query means to ask the program to give you specific information. When you query by name, you ask the program for records on a particular employee. For example, select a name from the ‘query by name’ combo box. The database will provide you with that particular employees’ records. You may also query by dates. Enter a date in the top box adjacent to ‘by date’ such as 1/2/95 and click the square next to ‘by date’. The database will provide you with those records for that date. You can also query a date range, by putting a second date in the box below the first, and clicking the ‘date range’ box. The database will now provide those records between the selected time frame.
Query on an particular id number or code by entering the ‘id’ in the box and pressing enter.

The format described above is used throughout the program.

Report Menu:
Attendance report - Click to give you a choice of an attendance report based on a name and or dates you have query section.
Reset - Click on this to reset your database and any query you have initiated.

Entering Records:
****To set up a new database please follow these steps must be followed first!:**

Under ‘System’ menu -
Enter your company (self if you are a consultant) on the company / individual screen.
Enter your departments, offices, projects, times, and benefit days specific to your company.

Under ‘Employees’ menu -
Enter your employees, their departments and other information you feel necessary.

This will provide the all the drop down boxes with information to make data entry smooth and consistent. You must always use the drop down box when present to ensure consistent data entry. Typing the information in will not guarantee consistent data entry. For example, if you are entering records for employee Joe Blow and accidentally misspell his name (Joe Blw) for one particular day, that day would not show up when you asked for a report on ‘Joe Blow’.

Entering New Records:

To enter a new record click on ‘New’.

Enter the record date (i.e. xx/xx/xx), skip the id and select an employees’ name from the drop down. The department and id fields will fill in automatically. You may change the department if necessary. The combo boxes will respond to the arrow up / down keys to scroll through quickly. This may speed selection, or it could mess up a record if you hit an arrow by accident while you are editing a record.

If you have entered at least one record for an employee you may use the “ID” box to search for and go to the last record for the employee with that id. This may be helpful if your company has a large number of employees.
Example: Tab to id; enter id of employee that you want to enter records for; press enter; the database will show you the last record for that employee. This will allow you to carry over the information to the next record . Select ‘date +1’ to have one day added to the record after you click ‘new’, allowing you enter consecutive records for that employee. ‘Hold all info’ will carry over name, department, project. ‘Hold time’ will carry over starting and ending times, plus the total hours.

Selecting a ‘project’ or an ‘office’ is optional, but will provide additional detail in the database if used.

To select a start time and an end time use the time drop down boxes. The time can be modified by typing over the time that comes up i.e. change 09:00 AM to 09:15 AM.
The time must be entered in the format specified by the drop down box, so if you make a mistake entering or changing the time you may get on error.

The program will calculate total hours based upon the start to end time. It doesn’t consider non-paid breaks. You may have to modify the total depending upon company policy.
There should always be a number greater that 0 in the hours box if the employee is being paid for any time on that day. If the employee is not being paid for any hours on a particular day, the number may be 0. If an employee works 4 hours, and uses 4 hours of sick time, 8 should appear in the hours box.

If an employee earns comp time, you credit it here on this screen. For example, if an employee works 9am to 6pm, you may put 8 hours in the hours box, and 1 hour in the ‘comp time accrued’ box.

If an employee uses a benefit day such as vacation or sick time, you must put the amount of hours to be paid in the ‘hours’ box (the box under end time), then select the ‘benefit day used’. In the box - ‘ # hours taken’, you must put the number of hours to be subtracted from their individual pool of benefit time.

Example 1: Assume an employee gets paid for an 8 hour day. If an employee takes a vacation day nothing should appear in the start time or end time. Enter 8 hours into the ‘hours’ box, select the type of benefit day, then enter the ‘#of hours taken’, in this case 8.

Example 2: Employee gets sick, and only works half a day and wished to use sick time. Enter start time 9:00 AM, end time 1:00 PM, change number of hours from 4 to 8 (because you will still pay for 8 hours). Select ‘sick’ from the benefit time drop down, and enter 4 hours in the # of hours taken box (this will deduct 4 hours sick time from his / her pool).

If you are only entering one record, click ‘new’, enter the information, click on the save button up top of the screen. Then click ‘close’.
If you are going to enter multiple records you may carry over some of the information by selecting pertinent check boxes next to the ‘new’ button. ‘Date +1’ will add one day when you click ‘new’, ‘hold all info’ will hold name, department, etc., and ‘hold time’ will carry the times over to the next record (day). This speeds up data entry when entering multiple contiguous records for the same employee.

The ‘undo’ button will undo the current record before you save it.
The ‘delete’ button will erase the current record.
The ‘review’ button will bring you to the review records form.

Review Records Screen - You may query records the same way previously described.

Employee Information Screen:

File Menu:
Add Another - Click this to get a fresh screen to enter a new employee. Enter name, id, department worked in, full time or part time, and hourly rate (optional). Hourly rate is a useful feature for consultants who wish to generate bills. Entering employees address is also optional.
Delete Employee - Click this to delete the current employee.

Reports Menu:
Benefit Time by employee - Click this to generate a report for a particular employee for the time frame specified between the two dates on the bottom right of this screen.
Benefit Time by employee / type - Click this to generate a report for a particular employee for the time frame specified between the two dates on the bottom of this screen, plus the benefit type selected in the drop down box at the bottom.

Reset - Resets the database.

You may enter the total benefit time available to an employee for a given year, or specific period of time in the 'Total benefit time available'. This feature is only available for vacation, personal, sick, and comp time.

You may move through the records with the blue scroll bar. You may also enter an id in the 'id' box and press enter, or you may enter a full name (the way it appears in the database) in the 'name' box and press enter. This will bring you to the employee record that you want.

The dates at the bottom of the form are important. They will default to the first day of the year through today's date. You may type over them if you want information from a different time period.

The Report Generator:
This feature generates reports on the information that you have stored in the database.

First, select the company by using the scroll bar. If only one company has been entered in the database the companies name will appear in the section. Consultants may use multiple companies.

Select the time period that you want the reports based on, by entering the appropriate times in the 'query by dates' section.

Report Options:
These are important to limit the reports to specific information.

Example 1: You want attendance for a particular employee. Select the dates, select the employee name, click on the attendance menu, and select 'dates + employee'. To obtain records on all employees, enter the dates and click on dates under the attendance menu.

Example 2: To obtain benefit time taken by all employees, select the time frame you want, click on the benefit menu, then click 'benefit time all'. To obtain the records on a single employee, click the 'name' combo box, select the name of the employee, then go to the benefit menu, and select 'benefit - single'.

Note: If a report comes up blank, then you probably failed to select the appropriate report option for that particular report .

Start time to query is use to generate an attendance report that can be used to help identify lateness. For example, if employees usually start at 09:00 AM you could enter 09:15 AM as a query start time.

Quick Week

This form allows you to enter a weeks worth of records quickly for a employee.

Start by entering the date of the first day of your companies work week.

Select the employee name from the drop down or enter an id and press enter to search for the employee.

Enter the start and end times as appropriate. You may type the time in directly or select it from the drop downs. Be sure to use the format: xx:xx AM. No need to enter the hours at this point, you may click ‘calculate on the bottom of the page to have it done automatically.

Add benefit time as appropriate. Select the day taken from the drop down, then enter the hours used in the next box.

Click ‘calculate’ to automatically fill in the information. You may need to adjust the hours if it doesn’t calculate as necessary

Click on ‘commit to database’ when you are sure the information is accurate.

Please note that this form can not be used to retrieve records. You must use the ‘enter / update records’ form, or review records form

To enter a single record, I recommend using the enter/update records form.