Time Card
by Bill Romano 70125,213

A time card calculation program.

The Time Card program is a no nonsense employee time calculation program.
The program is based on a bi-weekly pay period but can also be used for weekly time
calculations. The program is a result of my having to do time cards for a pay period. I wrote it so
the next time I had to do the timecards, I would have no problems. Other departments saw the
program and requested a copy. So far no serious bugs have been discovered but a few
enhancements were added.

The program is based on the 24 hour clock (military time).   The program is divided into 4
sections on the screen. Going left to right the sections are:

Week
There are two check boxes here titled Week 1 and Week 2. Click on the Week on which you
need to work.

Work Time
This section is the input section of the program. You enter information in the Start and End edit
boxes. After tabbing out of the End edit box, the time calculation will appear in the untitled edit
box and also in the card detail section.
There are two checkboxes in this section. The Lunch check box is always checked. If the
employee did not take a lunch, uncheck the box and the lunch time will be added back into the
time calculation.   The next day checkbox will only be checked if the end time is less than the start
time. This is for a shift that starts before midnight and end on the next day.

Day
Click on the checkbox for the day of the week for the time you are entering in the work time
section.

Card Detail
This section shows the hours worked by day for week 1 and week 2 along with the pay period
totals and any overtime totals.

The Buttons
There are three buttons in the program. From bottom to top they are:

Exit
Self explanatory.

Clear
Clears all information in the card detail section and work time section and gets ready for the next
employee.

Dup
This button was added as an enhancement request by a department that did not want to enter the
same information over again. After entering the start and end times, the program automatically
places the time in the detail section. After you select the day you want to do next, you can click
on the dup button if the times do not change and the time calculation will be placed in the detail
section.

The program comes to you with certain assumptions.
1) The program begins to calculate overtime after an employee works 40 hours in one week.

2) Lunch break is one half an hour. If you uncheck the lunch checkbox, .5 hours will be added to the total.
Both of these assumptions can be changed by selection options from the menu.

The Menu

File
This is there to provide an addition exit from the program. I also included the About message here since I did not do a help file.

Options
Clicking here will bring up the option dialog box. Here you can change the defaults for when overtime calculations begin and the length of the lunch break. To even out both side of the Lunch time groupbox, I included a 15 minute lunch break. If your company only allows 15 minutes for lunch, look for another place to work.

Another enhancement requested was to find an easier way to input the ':" while putting in the start time or end time. Most people were using the number pad to input the times. I decided to make the program print the ':' whenever the '.' was pressed. This was well received.

This program is a shareware program. Try it out, give it to your friends to try. If you use the program, please register. The registration fee is only $10 without source and $15 with source. The program has helped me and others where I work. If it helps you, please register. Send registration fee to

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If you find any bugs or have any suggestions to enhance the program, please contact me via CompuServe. One suggestion I have had is to incorporate this program in a complete employee attendance system. A bit ambitious but who knows.

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