COMPUMATIC
CompuTime101
Time & Attendance Software

SOFTWARE OVERVIEW

- **Easy Setup + 90 Days FREE Setup Support**
- 25 Employee Capacity Standard

Upgradeable to 50, 100, 250, or Unlimited Employees

- Password Protection
- Weekly, Bi-Weekly, Semi-Monthly/Monthly Pay Periods
- Report By Pay Period or Custom Date Range
- Unlimited Punches Per Day
- Unlimited Departments
- Daily and Weekly Overtime Calculation
- Add Benefit Hours Such As Sick, Vacation, Personal, etc...
- Shift Rule Allows:

In and Out Revision Zone To Control Unauthorized Overtime

Punch Rounding

Automatic Lunch Deduction

- Easily Add or Correct Punches
- Auto Poll Included - Download Punches On Your schedule
- Automatic Data Backup
- Manage Multiple Clocks With One Software (mix and match supported)
- Manage Employee Hand Templates (HandPunch Terminals)
- Filter Reports By Employee, Department, Shift, or Clock Site
- Color Coded Reports for Easy Viewing
- Report Totals In Minutes or Hundredths
- Reports Can Be Previewed On Screen or Sent Directly To PDF Format
- View An In/Out Board With Last Punch Status
- Reports For Added/Edited and Deleted Punches
- Gross Wage Calculations
- Updates Available For Download - Free
- Numerous Detailed Reports
- Numerous Payroll Exports, Including QuickBooks, Paychex (Preview), ADP (EPI), Millennium Payroll

CompuTime101 Software Is Designed For Use With The Following:

Compumatic CFR-20/20 (Face Recognition)
Compumatic MB1000 (Face Recognition & Fingerprint)
Compumatic XLS 21 (PIN Entry & Proximity Badge Card)
Compumatic XLS bio (PIN Entry & Biometric Fingerprint)
Recognition Systems (Schlage) Biometric HandPunch Clocks Including:
HandPunch 50E (HP50E)
HandPunch 1000 (HP1000)
HandPunch 1000E (HP1000E)
HandPunch 2000 (HP2000)
HandPunch 2000E (HP2000E)
HandPunch 3000 (HP3000)
HandPunch 3000E (HP3000E)
HandPunch 4000 (HP4000)
HandPunch 4000E (HP4000E)
As well as all modem equipped HandPunch models

Included Reports:

- Time Cards
- Time Cards By Day
- Time Cards W/ Daily Totals
- Employee Time Sheets
- Hours Summary
- Hours Summary By Type
- Daily Hours Summary
- Department Summary
- Department Detail
- Who's In/Out
- Missing Punches
- Benefit Hours
- Days Worked Detail
- Days Worked Summary
- Who's Late
- Who's Early/Late (shift) (* requires professional upgrade)
- Who's Early/Late (shift) Summary (* requires professional upgrade)
- Added/Edited Punches
- Deleted Punches
- Attendance Calendar
- Break Totals
- Work Code Detail (* requires code collection upgrade)
- Work Code Employee Summary (* requires code collection upgrade)
- Work Code Summary (* requires code collection upgrade)
- **And More...**

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CompuTime101 Software Options & Upgrades:

CompuTime101 Professional w/ Enhanced Shift Rules

Define up to 9999 different shifts. Each employee can have a different shift and shifts can be assigned by day (such as shift 1 Monday-Thursday, shift 3 on Friday). Shift rules include the following features:

Revision Zones (9 in and 9 out zones) - Control unauthorized overtime by not calculating time before and after defined shift times. A supervisor can override a revision zone at any time on a case by case basis.

Punch Rounding - Round punches to your desired rounding period with flexible break points. You can be as strict or lenient as you want and round in punches different than out punches. In addition, you can specify 2 exempt zones during which time punches are not rounded.

Automatic Lunch Deduction (2 levels) - Automatically deduct lunch based on continuous hours worked with the ability to set a larger deduction for longer shifts.

Paid and Unpaid Break - Qualify breaks based on duration to be paid or unpaid. You can also enforce a minimum deduction for employees that punch out for less time than required.

Overtime Override - Set custom overtime levels for employees that are subject to different levels than the rest of the company. This feature also allows you to apply overtime rates to an entire day, such as all Sunday hours are overtime.

Enhanced Early/Late Tracking - Each shift can have times defined to determine if an employee arrived early, arrived late, left early, or left late. In addition, the enhanced report will flag all early/late punches and provide a count of occurrences for each item.

Daily Hour Budgets - Track expected versus actual hours for each shift to help identify wasted labor hours.

Multi-User License

Install the CompuTime101 software on multiple computers and share the data. Setup multiple user names and passwords to track which user made punch corrections. Assign user rights to restrict access to features such as wages or punch editing.

Code Collection

Collect a user entered code at the terminal. You define the codes, ranging from 1-9 digits (8 digits max with the HandPunch clock). Codes can be used to track departments, jobs, etc... Detail and summary reports are available and can be filtered by code number.

HandPunch Communication Module

Required to communicate with a Biometric HandPunch time clock.
(**This module is included with the purchase of any HandPunch clock**)

Extended Software Support: 1 year software support agreement includes unlimited phone and e-mail support.