



ETC

Time Clock Software

As the saying goes "Time is Money" and ETC - PunchClock's easy-to-use software saves you time by accurately preparing your employee time cards, while efficiently tracking your employee database.

Our system frees up your time so you can direct your attention to more strategic matters. It provides easy tracking of employee time clock punches, attendance and even calculates gross wages. And better yet, with the reporting or exporting capabilities of the ETC - PunchClock System you have whatever information you need to make accurate, precise decisions, right at your fingertips.

ETC - PunchClock is designed for Networks or can be utilized on a single PC, providing you with flexibility required in today's business environment.

ETC - PunchClock is compatible with standard TCP/IP local networks, operates with Windows NT/2000/XP Professional and allows your employees to punch IN and OUT from different locations in your school district as a client/server program.



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Name	Employee ID	Status
BETH BAKER	1012	IN
ANGUS BARTLETT	1006	IN
SUSIE DAVIS	1008	IN
CATHY DUVAL	1008	OUT
CAROLINE JENNINGS	1010	IN
SALLY JOHNSON	1007	OUT
MARY JONES	1002	OUT
PATRICIA LOCKETT	1005	IN
BETTY MATT	1003	OUT
LIZ REESE	1011	OUT
SUE SACCO	1004	OUT
PAT SMITH	5505	OUT
SARAH TIDWELL	1001	IN

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ETC -PunchClock Features:

- ⊕ Generate payroll reports for your employees including:
 - Regular hours/wages
 - Overtime hours/wages
 - Gross earnings
- ⊕ Ask for personal ID number each time someone punches IN or OUT (no more fraud)
- ⊕ Add/Remove employees easily
- ⊕ Only the administrator has access to the management functions
- ⊕ Edit employee time (punch in, punch out)
- ⊕ Modify employee information
- ⊕ Program the display time using civilian or military format
- ⊕ Set rounding criteria for time punches
- ⊕ Schedule the overtime criteria for employee's
- ⊕ Select your reporting period 1,2,3 or 4 weeks
- ⊕ Choose from a single employee or multiple employee payroll report
- ⊕ Print employee reports with hours worked only or time entry punches displayed
- ⊕ Print reports with employee social security numbers
- ⊕ Create reports by different shifts or locations.

ETC - PunchClock Server

- ⌚ Used by the administrator to manage employees, create and print payroll reports
- ⌚ Must be installed on a computer accessible by the administrator only
- ⌚ Keeps all the employee information, their time files and passwords

ETC - PunchClock Client

- ⌚ Used by the employees to punch IN and OUT
- ⌚ Can be installed on different computers in the school district to allow employees to punch IN and OUT from various locations
- ⌚ Doesn't keep any employee information

Employee Name: Mike Smith
Payroll period: 12/1/2001 To 12/7/2001
SSN: 460-62-9505

In Date & Time	Out Date & Time	Hours Worked
12/3/2001 07:51 AM	12/3/2001 08:03 AM	.20
12/3/2001 08:28 AM	12/3/2001 08:44 AM	.27
12/6/2001 08:20 AM	12/6/2001 04:45 PM	8.42
12/7/2001 08:58 AM	12/7/2001 02:37 PM	5.65

Regular Time: 14.12 hours @ \$8.00 = \$112.93
Over Time: .42 hours @ \$12.00 = \$5.00

Gross Earnings: \$117.93