

# Time Guardian<sup>®</sup> PRO

*Managing the IN's and OUT's of Your Business*

*Easy-To-Use  
Time & Attendance  
System*



***Call for Your  
Personalized  
Demo*** (877) 660 TIME

**AMANO<sup>®</sup>**



## ***Introducing***

*Time Guardian® Pro —  
the next generation in time  
& attendance. Amano leverages  
it's vast industry experience  
and expertise with new technology  
and product innovations,  
to deliver the following  
benefits:*



- *Easy navigation using a tree structure — no complicated menus.*
- *Each module contains “Quick Reference” lists for fast viewing.*
- *Large icons strategically placed throughout the product.*
- *Powerful, innovative set-up wizard guides the user through most configuration options, delivering detailed descriptions, so the user can navigate effortlessly without the need for manuals or online help.*
- *Editing screen allows users to fully customize its appearance with special colors and the ability to resize or hide fields as needed.*
- *Multiple communications options include serial, modem and Ethernet connectivity. Amano’s new MTX-15 data collection terminal offers all-new function keys and key pad, delivering superior performance at an economical price.*
- *Time Guardian Pro integrates easily with Amano’s AXP-200 and AmanoNet access control solution.*
- *Current Amano TruTime and TimeGuardian customers can upgrade to Time Guardian Pro without losing any punch data, while maintaining the use of existing data collection hardware.*
- *Utilizes full-feature SQL database with no licensing fees.*

### ***Time Guardian Pro also delivers the following standard time and attendance benefits:***

- ***Automatically calculates total hours***
- ***Eliminates mistakes, minimizes repetitive tasks***
- ***No time cards or their prep work***
- ***No card collection, storage, or filing***
- ***User-friendly design and navigation***
- ***Interfaces with many popular payroll products***
- ***Time tracking and attendance reporting***
- ***Password protection***
- ***Multi-level overtime***
- ***Shift differential***
- ***Individual scheduling***
- ***Labor tracking with wages/rates***
- ***Comprehensive rounding abilities***
- ***Advanced meal/break rules***
- ***Internet interface with web module***

## Easy-To-Use Workforce Management Suite

*Comprehensive rounding rules: The most comprehensive rounding features in the industry allow users to round employees' punches by the punch, day, pay period, and by transfer pair — another industry first from Amano, the time management leaders.*

**Rounding Templates**

General | Grace | First IN/Last OUT | All IN/OUT | Open Schedule | Transfer | Hour Rounding | Break / Meal

Name: STANDARD

Description: GRACE 45 Minutes Before Shift, 10 Minutes After

Break / Meal

Hour Rounding     Punch Rounding

Punch Rounding Types

Grace

First IN/Last OUT

All IN/OUT

Open Schedule

Transfer

**Time Guardian Pro**

File | Edit | Help

- Today
- Setup
  - Company
    - Labor Levels
  - Users
    - Groups
  - Pay Codes
  - Shifts
    - Rounding Templates**
    - Exceptions
    - Meal Templates
    - Shift Overtime
  - Daily Rules
    - Daily Overtime
  - Pay Class
    - Weekly Overtime
    - Consecutive Overtime
  - Holiday Group
    - Holiday
  - Schedule
    - Template Schedules
    - Auto Schedules
    - Schedule Coverage
  - Locations
    - Bell Schedules
    - Terminal Validation
  - Daily Activities
    - Employees
    - Time Card
    - Communications
    - Recalculate
    - Pay Periods
  - Output
    - Reports
    - Payrolls

**Holiday**

General | **Setting**

Date Definition

Term1	Term2	Term3	Term4	Term5
1	Full Moon	After	Spring	Continue
1	Sun	After		

Condition

Term1	Term2	Term3	Term4
Occurs On	Sun	Move To	-2



**Time Guardian Pro**

File Edit Help

Number	Badge Number	Pin	Last Name	First Name	Middle Name	Type	Pincode	Hire Date	Inactive Date	Address	City
5152	5152	5152	Atkinson	Terry		Hourly		Nov 11, 1991			
5206	5206	5206	Carber	Marck		Hourly		Jun 13, 1995			
5437	5437	5437	Demastio	Neil		Hourly		Mar 10, 2004			
5527	5527	5527	Dorsey	Tyrone		Hourly		Jan 3, 2004			
5209	5209	5209	Garford	David		Hourly		Jun 30, 1992			
5403	5403	5403	Engles	Brian		Hourly		Oct 5, 2002			
5413	5413	5413	Green	Wale		Hourly		Nov 13, 2002			
1234	1234	1234	Employee	Any		Hourly		Jun 24, 1995			

*One Time Holiday Configuration: Plain English holiday rules allow users to define any holiday imaginable. With Time Guardian Pro's innovative holiday configuration, you enter your company's criteria and your holidays are automatically calculated annually — an industry first!*

*Employee Maintenance: Setting up new employees is a snap. Import a picture, assign a supervisor, record personal information, and maintain certifications, all in just a few seconds.*

*Instant messaging: A real time interface with configurable alerts notifies the administrator of exceptions. The Instant Messaging (IM) tool also enables PC-based punching.*

**Employees**

2152: Atkinson, Terry

General | Personal | Contact | Assignments | Labor Level | Certification | Access Tag1 | Access Tag2

Number: 2423

Badge: [input]

Payroll: [input]

Last Name: [input]

Middle Name: [input]

First Name: [input]

Hire Date: [input]

InActive InActive Date: [input]

Supervisor

Management Type: Access Control & Time Attendance

Employee Type: Employee

Type:  Hourly  Salary

Pay Type:  Hours  Schedule

Comment: [input]

*For those to whom security is a priority, when using Time Guardian Pro with an Amano access control product, you can assign the badge and validate the readers with the click of a button. Manage employee security and time management from a single program!*

## Employee Time Card Screen

The most comprehensive single-screen collection of time and attendance data available in a time and attendance product. All information is fully customizable.

- 1 Indicators for quick reference.
- 2 Scrolling arrows for quick edits.
- 3 Color coding of exceptions gives quick visual confirmation of an occurrence.
- 4 "Pay-as-Punch" feature allows override of a rounding rule.
- 5 Employee schedule is displayed for reference.
- 6 View, change or add a department transfer.
- 7 Add comments to remember important event information.
- 8 Employee drop down selection list makes finding an employee effortless.
- 9 Filter button allows user to filter out certain groups of employees.
- 10 Daily totals section for quick reference.
- 11 "Actual" .vs "Rounded" tool allows you to see the results of programmed rounding rules to take the guesswork out of rounding.
- 12 Quickly change an employee schedule for changes "on-the-fly". Keeps scheduling flexible.
- 13 View exceptions as they occur.
- 14 View break hours taken without having to manually calculate them.
- 15 Pay period totals section for quick reference.

The screenshot displays the 'Time Card - 1234 Employee, Any' interface. The main window shows a table of punches and adjustments for the period 10/20/04 - 10/26/04. A 'User Preferences' dialog box is open, showing the 'Exceptions' tab with a list of exception types and their corresponding colors.

Date	Day	Indicator	TZ	Day ...	IN Punch	PAP (...)	DLS (...)	Day ...	OUT Punch	
Oct 20, 2004	Wed		EDT	Wed	09:22 AM			Wed	08:22 PM	
Oct 21, 2004	Thu		EDT	Thu	07:15 AM			Thu	01:59 PM	
Oct 22, 2004	Fri	1	EDT							
Had a flat tire.										
Oct 23, 2004	Sat		EDT	Sat	08:00 AM			Sat	04:44 PM	
Oct 24, 2004	Sun		EDT							
Oct 25, 2004	Mon		EDT	Mon	07:58 AM			Mon	04:30 PM	
Oct 26, 2004	Tue		EDT	Tue	07:30 AM			Tue	04:02 PM	

Pay Code	Hours	Dollar
Total	08:00	
Pay Code	Hours	Dollar
REG	07:15	
OT1	00:45	

Exception	Color
Early-In (EI)	Light Blue
Early-Out (EO)	Light Green
Late-In (LI)	Light Blue
Late-Out (LO)	Yellow
Missing-Punch (MP)	Yellow
Absence (ABS)	Light Blue
Not-Scheduled (NS)	Light Green
Early-In Grace (EIG)	Pink
Early-Out Grace (EOG)	Pink
Late-In Grace (LIG)	Light Yellow
Late-Out Grace (LOG)	Light Yellow
Early-In Break (EIB)	Red
Early-Out Break (EOB)	Red
Late-In Break (LIB)	Green
Late-Out Break (LOB)	Blue

With detailed user preference options, Each user can configure and customize his or her own view for a truly unique Experience.



Total Hours	Break Hour	Exceptions	Schedule	Hours Auth	B-Sch Auth	A-Sch Auth	U-Sch Auth	Section	Tip \$	Comments/Reason
10:30	00:30	LI, LO	Wed 07:30 AM - Wed 04:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16 - SHIPPING	5.00	Had a flat tire.
05:59	00:30	EIG, EO	Thu 07:30 AM - Thu 04:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
00:00			Fri 07:30 AM - Fri 04:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
08:14	00:30		Unscheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
08:02	00:30	LI, LO	Mon 07:00 AM - Mon 03:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
08:00	00:30	LO	Tue 07:30 AM - Tue 04:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Pay Code	Hours
Total	48:45
REG	40:00
OT1	00:45
VAC	08:00



## Employee Portal TIME GUARDIAN PRO 3.0

The optional web module expands the capabilities of Time Guardian Pro by adding a widely-preferred internet interface. With web access through an employee or supervisor portal, users can now perform a variety of daily activities anywhere from a PC on line.

- Punch in and out
- Submit or allocate hours
- View schedule
- View period totals
- View previous punches
- Change password

1

2

3

4

Punch	Overrides	Adjustments										
Date	Day	Indicator	TZ	Day (In Punch)	In Punch	Day (OUT Punch)	OUT Punch	Total Hours	Adjustment	Break Hour	Exceptions	Schedule
3/19/06	Sun		EST	Sun		Sun						
3/20/06	Mon	○	EST	Mon	09:05 AM	Mon	05:00 PM	08:00			LIG	Mon 09:00 AM Mon 05:00 PM
3/21/06	Tue	○	EST	Tue	09:00 AM	Tue	05:00 PM	08:00				Tue 09:00 AM Tue 05:00 PM
3/22/06	Wed	○	EST	Wed	09:05 AM	Wed	05:05 PM	08:00			LIG, LOG	Wed 09:00 AM Wed 05:00 PM
3/23/06	Thu	○	EST	Thu	09:00 AM	Thu	05:00 PM	08:00				Thu 09:00 AM Thu 05:00 PM
3/24/06	Fri	○	EST	Fri	09:00 AM	Fri	04:55 PM	08:00			EOG	Fri 09:00 AM Fri 05:00 PM
3/25/06	Sat		EST	Sat		Sat						
3/26/06	Sun		EST	Sun		Sun						
3/27/06	Mon	○	EST	Mon	09:05 AM	Mon	04:45 PM	08:00			LIG, EOG	Mon 09:00 AM Mon 05:00 PM
3/28/06	Tue	○	EST	Tue	09:00 AM	Tue	05:00 PM	08:00				Tue 09:00 AM Tue 05:00 PM
3/29/06	Wed	○	EST	Wed	09:00 AM	Wed	05:00 PM	08:00				Wed 09:00 AM Wed 05:00 PM
3/30/06	Thu	○	EST	Thu	08:55 AM	Thu	05:00 PM	08:00			EIG	Thu 09:00 AM Thu 05:00 PM
3/31/06	Fri	○	EST	Fri	09:05 AM	Fri	05:30 PM	08:30			LIG, LO	Fri 09:00 AM Fri 05:00 PM
4/1/06	Sat		EST	Sat		Sat						

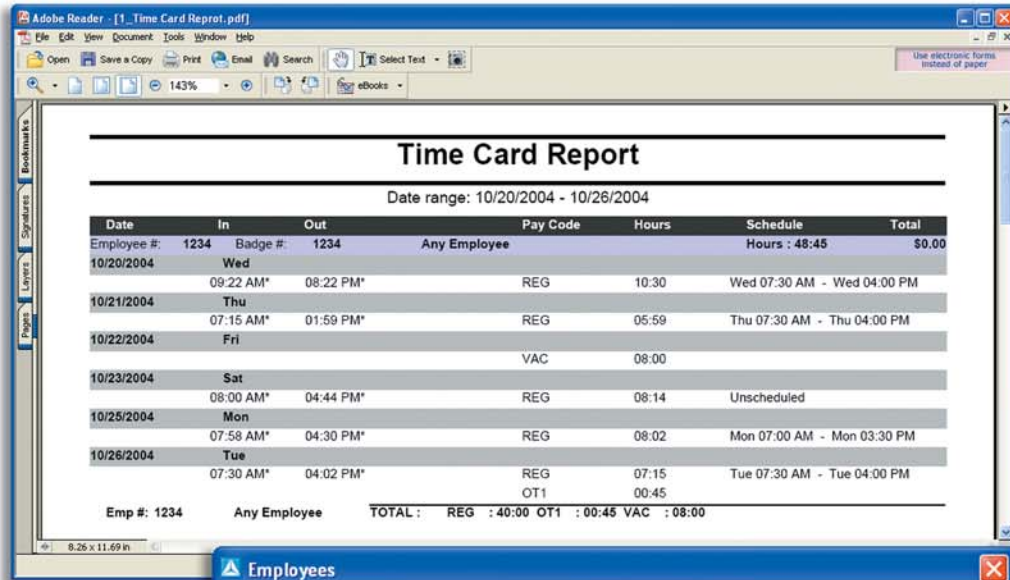
Totals	Category	Hours	Dollars	Cost	Cost Total	Billable	Billable Total
☑	Totals						
☑	Period Totals	80:30					
☑	Mon, Mar 20	08:00					
☑	Tue, Mar 21	08:00					
☑	Wed, Mar 22	08:00					
☑	Thu, Mar 23	08:00					
☑	Fri, Mar 24	08:00					
☑	Mon, Mar 27	08:00					
☑	Tue, Mar 28	08:00					
☑	Wed, Mar 29	08:00					
☑	Thu, Mar 30	08:00					
☑	Fri, Mar 31	08:30					

- 1 Employee punch screen
- 2 Employee punch type
- 3 Punch transfer selection
- 4 Employee time card



## Access Control Integration

The first of its kind —  
Time Guardian Pro provides full integration with Amano's award-winning access control product line. Save time by entering employee data one time in a single place. Access control readers are updated instantaneously for immediate use!

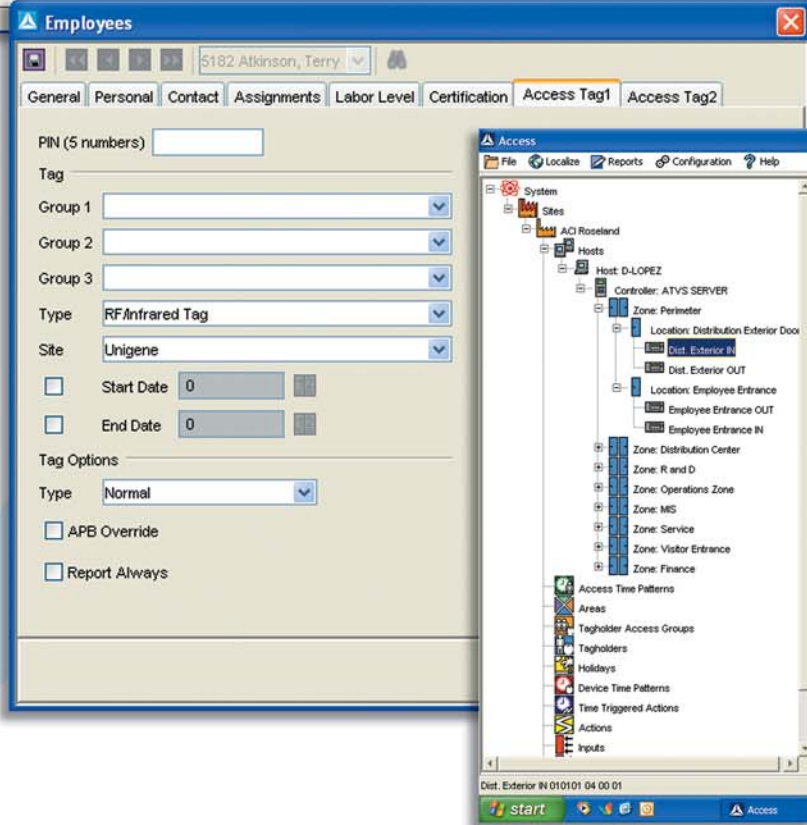


**Time Card Report**  
Date range: 10/20/2004 - 10/26/2004

Date	In	Out	Pay Code	Hours	Schedule	Total
Employee #: 1234	Badge #: 1234		Any Employee			Hours : 48:45
10/20/2004	09:22 AM*	08:22 PM*	REG	10:30	Wed 07:30 AM - Wed 04:00 PM	\$0.00
10/21/2004	07:15 AM*	01:59 PM*	REG	05:59	Thu 07:30 AM - Thu 04:00 PM	
10/22/2004			VAC	08:00		
10/23/2004	08:00 AM*	04:44 PM*	REG	08:14	Unscheduled	
10/25/2004	07:58 AM*	04:30 PM*	REG	08:02	Mon 07:00 AM - Mon 03:30 PM	
10/26/2004	07:30 AM*	04:02 PM*	REG	07:15	Tue 07:30 AM - Tue 04:00 PM	
			OT1	00:45		
Emp #: 1234	Any Employee		TOTAL :	REG : 40:00 OT1 : 00:45 VAC : 08:00		

## Reporting Capabilities

Time Guardian Pro's report center allows you to create unlimited report templates. Choose from standard reports, then customize with additional reporting, as needed. Reports are generated in Adobe Acrobat, or Excel so you can view and distribute them to others with ease.



**Employees**  
S182 Atkinson, Terry

General Personal Contact Assignments Labor Level Certification Access Tag1 Access Tag2

PIN (5 numbers)

Tag

Group 1

Group 2

Group 3

Type RF Infrared Tag

Site Unigene

Start Date 0

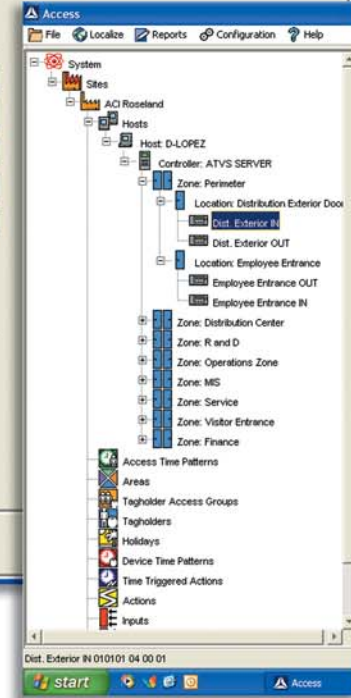
End Date 0

Tag Options

Type Normal

APB Override

Report Always



**Access**

- System
  - Sites
    - ACJ Roseland
      - Hosts
        - Host: D-LOPEZ
          - Controller: ATVS SERVER
            - Zone: Perimeter
              - Location: Distribution Exterior Door
                - Dist. Exterior IN
                - Dist. Exterior OUT
              - Location: Employee Entrance
                - Employee Entrance OUT
                - Employee Entrance IN
              - Zone: Distribution Center
              - Zone: R and D
              - Zone: Operations Zone
              - Zone: MS
              - Zone: Service
              - Zone: Visitor Entrance
              - Zone: Finance

Access Time Patterns  
Areas  
Tagholder Access Groups  
Tagholders  
Holidays  
Device Time Patterns  
Time Triggered Actions  
Actions  
Inputs

Dist. Exterior IN 010101 04 00 01



## Multiple Hardware Solutions

MODEL MTX-15



### Introducing the MTX-15:

Full feature, scalable, menu driven terminal for many applications. From basic time and attendance to job costing, this terminal does it all. Features include:

- RS-232C, RS-485, Modem, and Ethernet communications options
- Numeric keypad with four function keys
- 128 X 64 graphical display
- Supports mag-stripe, barcode, or proximity cards
- Labor transfers (up to six levels)
- Break/meal button
- Download up to 500 employees and 10,000 labor level transfers for validation
- Stores up to 20,000 swipes

MODEL MTX



### Time Guardian Pro is also compatible with Amano's flagship terminals:

- The MTX-10 and MTX-20
- RS-232C, RS-485, Modem, and Ethernet communications options
- Supports standard mag-stripe or bar code formats (Interleaved 2 of 5 and Code 3 of 9) as well as Proximity cards
- Additional external reader, full-power backup, and bar code reader options
- Advanced features include job or department transfer, and 24 position programmable keyboard (Model MTX-20 only)
- Time Guardian Pro supports polling and setting time on the MTX-10 and 20

HANDPUNCH 2000



### Full integration with the complete line of Hand Punch terminals:

- Supports HP-1000, HP-2000, HP-3000, and HP-4000
- RS-232C, RS-485, Modem, and Ethernet communications options (depends on model)
- Relay scheduling for bell ringing
- Advanced features include employee messaging, job or department transfer validation (Model HP-4000 only) HP-2000, HP-3000, AND HP-4000 have standard 512 user capacity. The 3000 and 4000 are upgradeable

MODEL KHR



### Entry/Exit Readers:

Combined with Amano access control products, entry & exit readers can be designated as time & attendance terminals.

# Time Guardian<sup>®</sup> PRO

## ***System Requirements***

- ***Windows 98/2000/NT/ME/XP***
- ***Pentium<sup>®</sup> 4 processor or higher recommended***
- ***CD-ROM Drive***
- ***1 GB RAM minimum recommended (2 GB preferred)***
- ***1 GB of Free Hard Disk Space***
- ***Modem and PC Anywhere*** *(Optional software recommended for remote support)*

**AMANO<sup>®</sup>**

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□

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