



# Time Guardian®

*Complete  
Automated Time  
Clock System*



**AMANO®**

## *Economical, Scalable, Flexible*

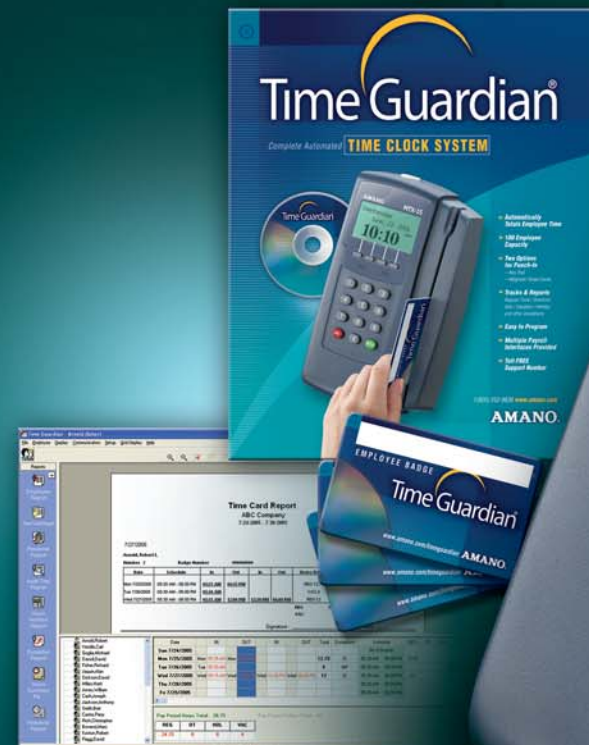
Time Guardian provides an easy and efficient way to manage your workforce by delivering the following features:

### **Features**

- Automatically calculates employee hours
- 100 employee capacity
- Two punch options: Key pad or Magnetic swipe card
- Terminal displays employee name when punching
- Plug and play Installation Wizard®
- Audible alarm & lights
- Relay for door or bell operation
- Various report options
- Long distance kit available
- Fully operational 24-hour terminal power reserve (Requires 6 AA batteries)

### **The system Includes:**

- MTX-15 Data Collection Terminal (magstripe & keypad options)
- Time Guardian software with Help Guide
- 50' Communications Cable
- Communications Adaptor
- AC Power Adaptor (12V)
- 25 Employee Badges
- Two Terminal Keys
- MTX-15 Installation Manual
- Quick Start Guide
- Toll Free Support



Shown:  
MTX-15 Time Clock  
with Mag Reader



## Main Screen Functions

- 1 Reports icon area
- 2 Simply click & drag the employee icon into the Report Area (#3) to generate the desired employee report
- 3 Report Area—Reports are displayed at the top of the main application screen (gray area).
- 4 Edited punches are color coded in red
- 5 Ability to authorize hours before or after schedule
- 6 Total hours worked for each employee during the given pay period
- 7 Customizable rounding settings—a feature on the Pay Policy Settings display, allows employees to enter multiple in & out data to show various time simulations
- 8 Time Simulation pop-up display shows the Punch Time & Rounded Time based on various unit and point data figures provided

**Time Card Report**  
ABC Company  
9/4/2005 - 9/10/2005

9/14/2005 11:15 AM

Davis, Cliff  
Number 4 Badge Number 00000004

Date	Schedule	In	Out	In	Out	Hours:Dollars	Exceptions
Mon 9/5/2005	09:00 AM - 05:00 PM					HOL:8:00	
Tue 9/6/2005	09:00 AM - 05:00 PM	09:00 AM	05:05 PM			REG:8:00	LO()
Wed 9/7/2005	09:00 AM - 05:00 PM						ABS()
Thu 9/8/2005	09:00 AM - 05:00 PM	09:00 AM	05:10 PM			REG:8:15	LO()
Fri 9/9/2005	09:00 AM - 05:00 PM	09:02 AM	05:05 PM			REG:8:00	LI();LO()
Fri 9/9/2005						BONUS:\$50.000	
						REG 24:15	
						HOL 8:00	
						BONUS \$50.000	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date	IN	OUT	IN	OUT	Total	Exceptions	Schedule	REG	OT	HOL	VAC	PER	TIPS	BONUS	OT Before	OT After
Sun 9/4/2005							No Schedule								No	No
Mon 9/5/2005					08:00		09:00 AM - 05:00 PM			08:00					No	No
Tue 9/6/2005	Tue 09:00 AM	Tue 05:05 PM			08:00	LO	09:00 AM - 05:00 PM	08:00							No	No
Wed 9/7/2005						ABS	09:00 AM - 05:00 PM								No	No
Thu 9/8/2005	Thu 09:00 AM	Thu 05:10 PM			08:15	LO	09:00 AM - 05:00 PM	08:15							No	Yes
Fri 9/9/2005	Fri 09:02 AM	Fri 05:05 PM			08:00	LI,LO	09:00 AM - 05:00 PM	08:00						\$50	No	No
Sat 9/10/2005							No Schedule								No	No

Pay Period Hours Total: 32:15 Pay Period Dollars Total: \$50

REG	OT	HOL	VAC	PER	TIPS	BONUS
24:15	00:00	08:00	00:00	00:00	\$0	\$50

**Pay Policy Settings**  
Name: Hourly Policy  
Pay Policy: Rounding Rules | Meal Rules | Advanced Overtime | Hourly Policy

Does this policy have rounding rules?  
 No  
 Yes

Rounding Rule  
 Daily rounding (Rounds by total time)  
 Punch rounding (Rounds each punch)

Rounding Rule  
 Define your unit: In 15 Out 15  
 Define your point: 3 10

Simulation

**Time Simulation**

Unit: 15 Point: 3 Punch Time: 08:05 Round: 08:15

Punch Time: [Clock showing 08:05]  
 Time Rounded: [Clock showing 08:15]

Simulation

Above: Pay Policy Settings screen

Left: Main Time Guardian screen

Bottom Left: Time Simulation screen

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## Reporting Capabilities

With Time Guardian, users have access to extensive reporting capabilities.

These include:

### Audit Trail Report

Monitors who made what changes, at what time, to whom — company wide

### Exception Report

Lists employee exceptions from daily schedule

### Historical Report

Shows attendance records for a selected period of time

**Example:** Absences for an employee can be displayed by day of week, indicating patterns, or a trend that may require attention

**Historical Report Settings**

Start Date: 1/1/2005 (1) End Date: 9/14/2005

Paycodes: REG - Regular, OT - Overtime, HOL - Holiday, VAC - Vacation, PER - Personal, TIPS - Dollars tips, BONUS - Dollars bonus (2)

Exceptions: EI - Early In, EO - Early Out, LI - Late In, LO - Late Out, MP - Missing Punch, ABS - Absence (3), LM - Long Meal, SM - Short Meal, NS - Not Scheduled

Display if greater than: 10 min (4)

Mark if greater than: 10 min (5)

Calendar Pop-up screen (January 2005)

**Historical Report**

ABC Company  
9/14/2005  
Employee Number: 4  
Badge Number: 00000004

9/14/2005	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	# of Times	Total				
REG	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	18	144:00				
VAC																																							5	40:00	
LI																																							4	00:08	
LO	08:05	08:10	08:05	08:10	08:05	08:05																																		18	02:05
ABS								X	X	X	X	X																												5	00:00

Paycodes Total: REG 184:15, HOL 08:00, VAC 40:00, BONUS 1:50 (8)

Exceptions Total: LI 00:10, LO 02:40 (9)

Exceptions Per Day: Mon 4, Tue 5, Wed 4, Thu 5, Fri 5, Sat 1, Sun 1 (10)

- 1 Date range to run report
- 2 Enter paycodes to run report
- 3 Enter exceptions to run report
- 4 Can display exception on reports if minute exceptions are greater than the time specified
- 5 Exceptions are color coded in red on the report
- 6 Current exception in number of hours/minutes
- 7 Features red color coding when value is greater than marked value on Report Setup
- 8 Paycode totals for date range
- 9 Exception totals for date range
- 10 Number of exceptions that occur per day of week

Top: Calendar Pop-up screen  
 Second from the Top: Historical Report Settings  
 Above Left: Audit Trail Report  
 Above Right: Historical Report Screen



# Time Guardian

## Payroll Application Integration

Export	Import
<ul style="list-style-type: none"> <li>ADP®</li> <li>CBS®</li> <li>Gevity HR®</li> <li>Pay Day of America®</li> <li>PayChex®</li> <li>Paychex Paylink®</li> <li>Quick Books®</li> <li>Peach Tree®</li> <li>Power Pay®</li> </ul>	<ul style="list-style-type: none"> <li>ADP</li> <li>PayChex</li> <li>Paychex Paylink</li> <li>Quick Books</li> <li>Peach Tree</li> <li>Power Pay</li> </ul>

Time Guardian is able to interface with the above payroll systems

## Import / Export Utility

With the Time Guardian Import/Export utility program, customers have the ability to import and export employee data, punch information to or from any text or field-delimited file. This functionality is ideal for users that do not have the ability to utilize one of the above payroll applications that integrate with Time Guardian.

**Automated Time Sheet to Payroll Process**

The diagram shows a central 'Time Guardian' software box. Arrows point to 'Terminal' (time clock), 'On-Screen' (computer monitor), 'Software' (CD/DVD), and 'Printed Reports' (stack of papers). A large arrow points from the software to a 'Paycheck' (stack of checks), with the note '(Payroll software needed)'.

**Import:**  
Data Imported from payroll systems can be mapped field by field to a users' internal employee information

**Export:**  
Data for export can be specified on a field-by-field basis

The 'Import' utility screen shows a list of employee records in a text area. Below the list, there are two columns of field names for mapping: 'Employee.DEPID', 'Employee.SCHID', 'Employee.PCLID', 'Employee.EMPBadgeNumber', 'Employee.EMPMiddleName', 'Employee.EMPCountry', 'Employee.EMPSSN', 'Employee.EmpBirthDate', 'Employee.EMPPhone', 'Employee.EMPHireDate', 'Employee.EMPInactiveDate', 'Employee.EMPisActive', 'Employee.EMPTYPE', 'Employee.EMPCOMMENT', 'Employee.EMPTIME' on the left; and 'Employee.EMPLastName', 'Employee.EMPFirstName', 'Employee.EMPNumber', 'Employee.EMPAddress', 'Employee.EMPCity', 'Employee.EMPState', 'Employee.EMPZIPCode' on the right. Navigation buttons for 'Previous' and 'Next' are at the bottom.

The 'Export' utility screen shows 'Export Settings'. The 'Export Path' is set to 'C:\export.txt'. Under 'Settings', there are tabs for 'Format Setting', 'Date Range', and 'Length Setting'. The 'Format Setting' tab is active, showing: 'Delimiter: None', 'Separator: Comma(,)', 'Date Format: MM/dd/yyyy', 'Time Format: [empty]', and 'Sorted by: Employee'. An 'Export' button is at the bottom right. Navigation buttons for 'Previous' and 'Next' are at the bottom.

Top: Import screen

Bottom: Export screen



## Time Guardian

### Leading Edge Functionality Sets Time Guardian Software Apart

Time Guardian's robust feature set delivers unparalleled capabilities to end-users at an economical price:

#### Scalable Employee Capacity

- 100 Employee Capacity Standard
- 250 Time Guardian Employee Upgrade Available
- Greater than 250 Employee Capacity possible with Time Guardian<sup>®</sup> PRO —an enterprise Time and Attendance Solution from Amano

#### Customizable Rounding

- Ability to round in and out punches separately

#### Multiple Clock Support

- Time Guardian software functions with the HP Series<sup>®</sup> of Hand Geometry Clocks (HP 50e, HP 1000, 2000, 3000 and 4000)
- Time Guardian also functions with many versions of the MTX-5, MTX-15, and MTX 20 Terminals

Punch rounding (Rounds each punch)

Rounding Rule

	In	Out
Define your unit	15	15
Define your point	3	10

Simulation

<b>Mon 9/5/2005</b>				
<b>Tue 9/6/2005</b>	Tue	09:00 AM	Tue	05:05 PM
<b>Wed 9/7/2005</b>				
<b>Thu 9/8/2005</b>	Thu	09:00 AM	Thu	05:10 PM
<b>Fri 9/9/2005</b>	Fri	09:02 AM	Fri	05:05 PM
<b>Sat 9/10/2005</b>				

### Payroll Interface

- Baker, Susan
- Baker, Chris
- Adams, Scott
- Allen, Harry
- Lee, Michelle
- King, Leo
- Kohler, Alexandra
- Reed, Sandra

### Key Benefits

Time Guardian accommodates multiple schedules, departments, and pay policies and provides the ability to create many reports.

#### Additional benefits include:

- 100 Employee Capacity upgradeable to an unlimited capacity
- Separate setting for In and Out Punches
- Includes Import/Export wizard and Exception authorization reports
- Grace period for meals, Bonuses, Awards based on schedule and unpaid meals are all available
- Multiple payroll interfaces available
- Available in Spanish (multiple dialects) French, and English on a per-user basis (the language for the application is determined by each user)

### Multiple Terminal Options



Above:  
MTX-5 Terminal  
MTX-20 Terminal  
HP-50E Hand Punch Clock



# TIME GUARDIAN®

## Technical Specifications

<b>Employees</b>	Can grow up to 100 employees (upgradable to 250 employees with Time Guardian, or with an additional software upgrade of unlimited employees with Time Guardian PRO)  <i>Employee Import from Payroll Applications:</i> <ul style="list-style-type: none"><li>- Import employees from Quick Books, Paychex (Preview and Paylink), Peachtree, PowerPay, and ADP</li><li>- Significant time savings</li></ul>
<b>Terminals</b>	Dimensions: 8.25" x 4.25" x 2.125" (210mm x 108mm x 54mm)
<b>Operating Environment</b>	32°F to 113°F (0°C to 45°C), 10 to 90% relative humidity, non-condensing
<b>Weight</b>	6 lbs. (2.7216 kg)
<b>Power Input</b>	AC Adaptor 120V AC, 50-60Hz
<b>Software</b>	Time Guardian Windows-based employee time tracking software
<b>Badge Type</b>	Amano-formatted mag stripe 3.375" x 2.215" x 0.03" (86mm x 54mm 0.76mm)
<b>Reports Generated</b>	Time card, hours worked, exceptions, and much more
<b>Integration Capabilities</b>	Payroll system integration
<b>Setting</b>	Programmable: Daylight saving time downloaded through Time Guardian software
<b>Memory Backup</b>	Up to 2 years continuous memory without power
<b>Options</b>	RS-232 to RS-485 Conversion, full power reserve, modem communications

## System Components

- MTX-15 Data Collection Terminal
- Time Guardian Software
- 50' Communications Cable (RS-232)
- 120V AC Power Adaptor
- 25 Employee Badges (mag stripe)
- 2 Terminal Keys
- Communications Adaptor
- Quick Install Reference Guide

## MTX-15 Data Terminal

- MTX-15 Terminal Memory: Stores a maximum of 20,000 swipes and 500 employees
- Displays employee name when punching



**MTX-15**



**CD Software**



**25 Employee Badges**



**Communications Adaptor**



**2 Terminal Keys**



**50' Communications Cable**

## REPRESENTED BY:

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