

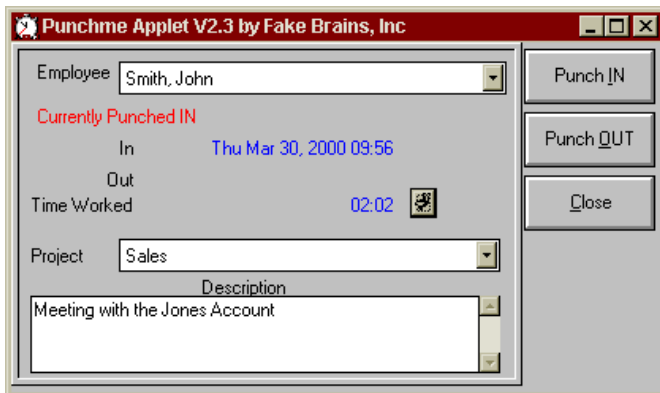
TIME SCOUT

Computerized Time Clock Software

Windows 95/98/NT

Time Cards Made Easy

TimeScout is designed to replace the costs of time cards and time clocks with the convenience of punching in and out at each employee's desk. Whether you have a network of computers or a stand alone PC, *TimeScout* can calculate the hours worked for any number of employees. *TimeScout* is easy to use for every employee, even those who are not very good with computers. *TimeScout* prints employee time reports on regular paper, and will even total the time worked. With *TimeScout* clocking the hours, you can rest assured that you will never have to total another time card again.

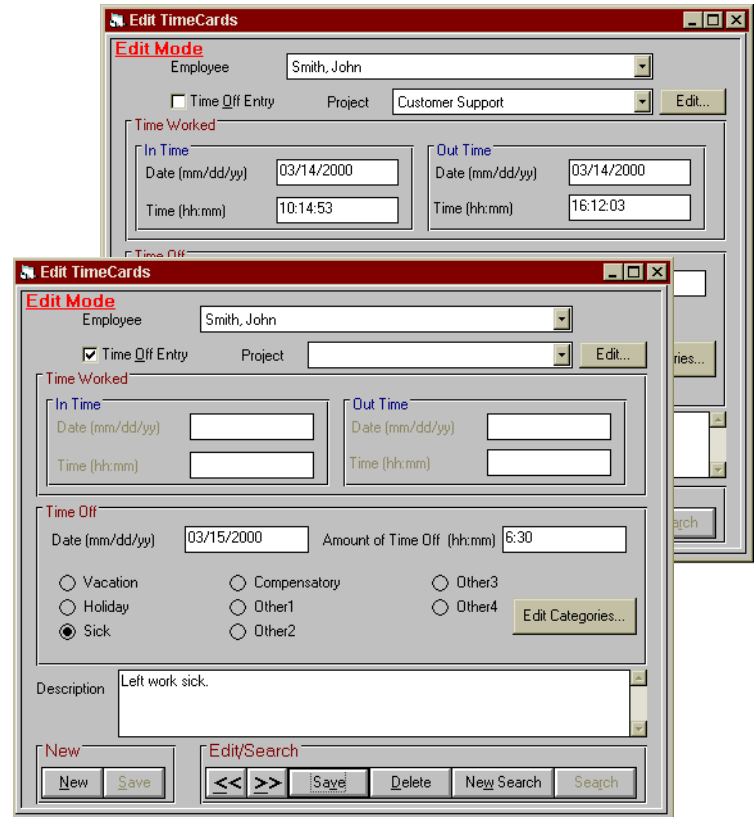


Easier Than a Time Clock

TimeScout includes a small program, called *Punch Me*. *Punch Me* is a single screen used by employees to punch in and out.



- An employee chooses their name from the drop-down list and selects either the 'Punch IN' or 'Punch OUT' button.
- *TimeScout* alerts employees if they forget to punch in or out. Managers with access to the full *TimeScout* program can then adjust their time.
- A message box confirms the date and time after clocking in.
- After punching out, the total time worked is also displayed.
- Employees have the option to type a description of the work they did prior to clocking out.
- Project tracking is also an option since employee work time can be clocked to a specific project. As an employee completes a project, the project time can be punched out to compute the duration worked.
- Password protection can be enabled to require employees to enter their password when they punch in and out.



Flexible For Any Office Environment

The full *TimeScout* program is used by managers to add and remove employee names, adjust employee time, and print time reports.



- Easily add employee names to the employee drop-down list.
- Time can be centrally recorded at the server computer to prevent time inconsistencies across the network as employees punch in and out from various computers.
- Track paid time off and integrate these hours with worked hours to simplify payroll.
- *TimeScout* offers the flexibility to classify paid time off to your liking, having up to eight categories. For example, sick, vacation, compensatory, holiday, etc.



Sample Time Card

TIME CARD												
1/23/00 through 1/29/00												
Smith, John												
Report Date: 2/10/00 16:10:28 Page: 1												
Day	IN Date	Time	OUT Date	Time	Description	Time Off					Time Worked	Total Time
						Vac	Sick	Hol	Comp	Other1		
Monday	24-Jan	8:00 am	24-Jan	2:00 pm	Standard						6.00	6.00 !
		2:47 pm	24-Jan	5:02 pm	Standard						2.25	2.25
Tuesday	25-Jan	7:53 am	25-Jan	1:03 pm	Training						5.16	5.16
		2:23 pm	25-Jan	5:28 pm	Standard						3.08	3.08
Wednesday	26-Jan	7:56 am	26-Jan	1:24 pm	Stocking Shelves						5.45	5.45
		2:28 pm	26-Jan	5:22 pm	Standard						2.90	2.90
Thursday	27-Jan	7:59 am	27-Jan	5:29 pm	Inventory						9.50	9.50
					<i>no lunch break today</i>							
Friday	28-Jan		28-Jan		Standard			4.50				4.50 *
		7:58 am	28-Jan	1:16 pm	Standard						5.30	5.30
Smith, John								4.50			39.64	44.14
											Overtime:	4.14
											Regular:	40.00

Overtime computes at a 40 hour work week
 * insufficient time
 ! denotes time manually edited

Using the project to label the work is optional and will not be visible if it is not used. If utilized, reports are available listing the hours worked on a particular project.

If a description of the time worked is entered, it will display on this report.

Specifying overtime is an option over the designated period. The user defines how many hours over the period are regular time and the report calculates the overtime. If you don't want overtime calculated, leave the field blank when printing the report and there will be no indication that overtime is an option.

Report Options

TimeScout provides time reports showing the dates and times worked, work description, and daily subtotals. The daily report can be used to view which employees are still in the office, without having to leave your desk. The time card report lists a grand total for each employee, making it easier for calculating payroll.

Data Security

There are two options for password protection to reduce the possibility of time fraud, both of which are optional.

- Employee password protection to prevent employees from inadvertently punching the wrong person in or out.
- Supervisor password protection can be used to prevent employees from adjusting their time, yet the security enables managers to edit the time if an employee forgets to punch in or out.

Exporting Time Data Into Other Payroll Software

TimeScout exports data into a comma delimited text file. This file will summarize the time for each employee over the desired period. Pay period, social security number, employee name, time worked, and the eight optional paid time off categories will appear in this file. Calculating overtime is also an option. Check with your payroll software package to see if this export can save you time re-keying employee hours.

TIMEScout

Computerized Time Clock Software



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