

## AVM-2000 ATC Time Clock Option Spec Sheet

The integrated, optional Attendance Time Clock (**ATC**) module for AVM-2000 allows you to track Employee times just as a standard Time Clock machine would; but provides integration with the Work Orders module, functions for issuing Sick, Vacation, Personal and Comp Time, reports for Payroll calculations and more. Throw away those time cards forever !

The new **ATC** module allows users to "Clock In" and "Clock Out" of Work Orders or other "jobs" at your facility, and/or work like a regular Time Clock where any employee can "punch" in and out using any computer running AVM-2000.

- All Employees at your facility (including administrative, management and clerical) will be able to use the ATC Time Clock. Entries are not limited to technicians completing Work Orders.
- Employees will be required to account for all of their time during the day.
- This function may be used in conjunction with a bar code scanner for scanning Employee Badges and/or Work Order documents.
- Customers will be billed for time Employees are "clocked" into Work Orders. This will eliminate the need for Employees to "remember" how long they've been on a specific job / Work Order. Billed Hours are calculated from Clock In and Clock Out times and are rounded according to configuration selections.
- Supervisor functions are available for editing and correcting entries, and managing Vacation, Sick, Personal, Holiday and Comp Time, etc. Supervisor's edit log tracks all manual entries, edits, deletes, etc.
- Complete Time Clock Reports are available for assistance with payroll duties, attendance issues, etc.
- Configuration options allow entering the Job Types that Employees will Clock into; overtime rules; part-time employee rules; rounding rules; default earnings for Sick, Vacation, Personal Time, etc.

**Free evaluation** of the ATC module is available. Up to 600 ATC entries allowed during evaluation time period. Registration of the new optional ATC module with TangoWare removes all evaluation restrictions and retains/saves all existing entries.

Users may optionally wish to purchase a Bar Code Scanner to scan Employee ID Badges and/or Work Orders for use with the ATC module. Bar Code scanner must be able to read 3 of 9 bar code font. CTI recommends a Symbol LS-1006, LS-2208 or equivalent. Check out System ID Warehouse at 1-800-397-9783 or [www.systemid.com](http://www.systemid.com)

### **FUNCTIONALITY INCLUDES :**

A new form for Employees to "clock" into and out of added to the Entries menu. This form can also be accessed by pressing the [ F9 ] key.

Configuration choices are made in the Admin > Global Configuration and in each Employee's > ATC section.

Maintenance of the entries is completed in a new ATC Maintenance form on the Databases menu. This is where supervisors can edit, add and delete entries, issue Sick, Vacation, Holiday time, etc., authorize times and print Time Sheets. Complete supervisor's edit log of all manual entries, edits and deletes allows supervisors to track any changes to Employee's times.

Reporting for Payroll Hours, etc. is available on the Reports menu.

Users with the AVM-2000 **Security** module will be able to deny users access to the ATC Supervisor's Maintenance form and prevent users from altering their Time Clock entries. Security users may also turn on configuration options to help prevent "buddy-punching" (where one employee punches in or out for another employee).

### **REQUIREMENTS :**

Use of this function requires registration of the optional ATC Time Clock module for AVM-2000.

If you plan to scan the barcode on Employee Badges and Work Order sheets, you will also need a bar code reader capable of reading the 3 of 9 bar code font, such as the Symbol LS-1006, LS-2208 or equivalent. (These readers are available from [System ID Warehouse](http://System ID Warehouse) (1-800-397-9783) and other retailers.)

\*\* Price of the bar code reader and other supplies not included in AVM-2000 option price.

ATCSpecSheet

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