

TimePeace©

TimePeace is versatile, easy to use Time and Attendance Software .

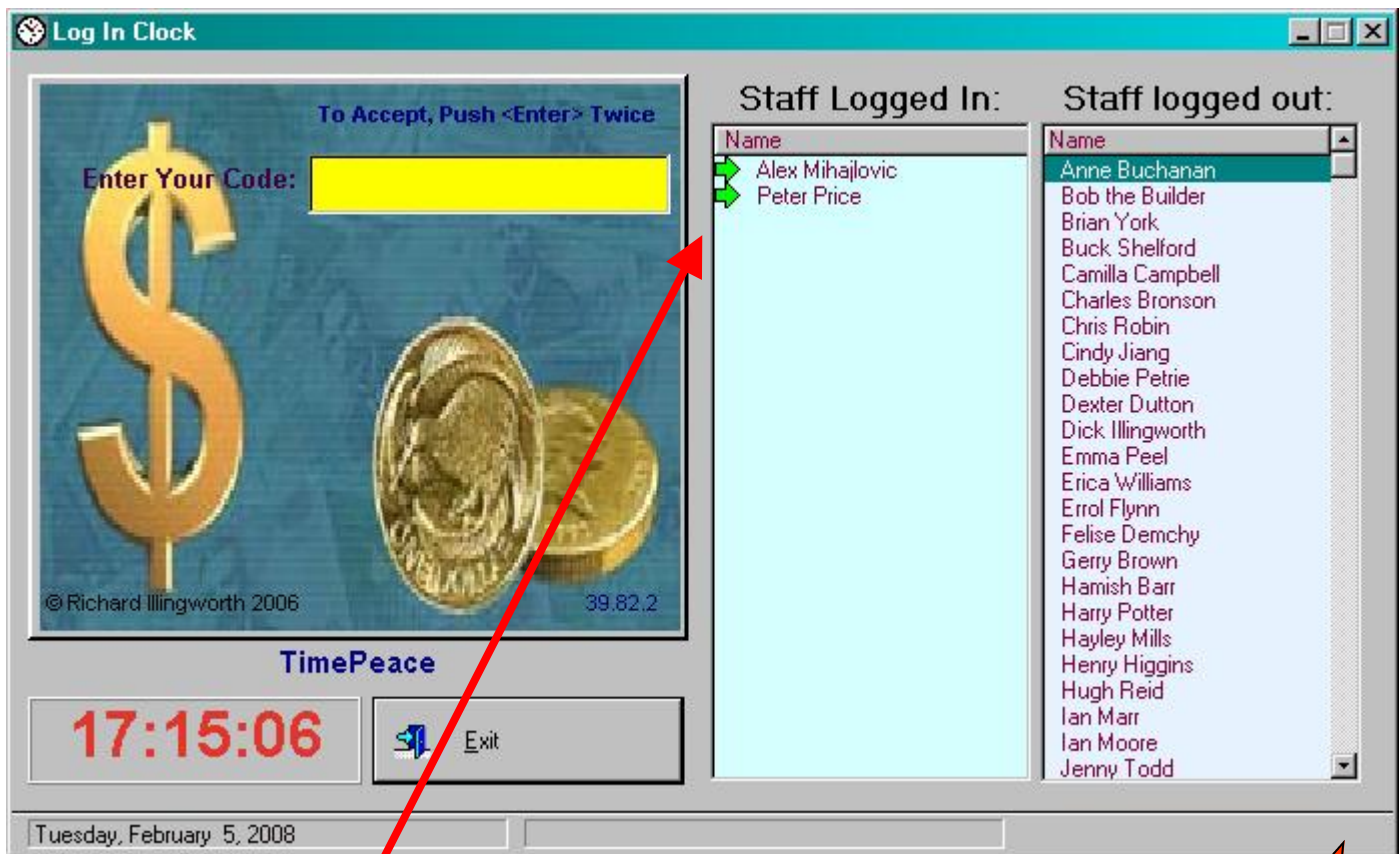
No paper time sheets

Automated Payroll Reports

Export into your Payroll Program, or into Microsoft Excel

With TimePeace, you never will total your employee hours manually again!

Time Clock Module



Log In Screen.

Easy Interface showing who is logged In

TimePeace©

The Contracted Hours Option is a very important Feature of TimePeace.
Now the Administrator can Control the Wage Bill.

The wages can be less but not more!!!

Leeway is included with the Manager deciding on the leniency.

Contracted Hours

The screenshot shows the 'Contracted Hours' settings in the TimePeace software. The interface includes several sections:

- Background Colour:**
- Version Number:** 39.82.9
- Default Log In Time:** 09:00
- Auto Log Out Time:** 23:59
- Max Shift:** 12.00
- Report hours worked as two decimal places:**
- Check this box to turn ON the Autolog option:**
- This Business has Staff working after Midnight:**
- Allow Auto Update of Sick and Leave Days:**
- Include Terminated Staff in Reports:**
- Allow Immediate Log Editing:**
- Report Elapsed Time as hh:mm**
- Report Log Time as hh:mm**
- PayWeek Ends On:** 2/03/2008
- Log Options:**
 - Salaried Staff
 - Stat Day Worked
 - Stat Day Entitlement
 - Leave Entitlement
 - Special Leave
 - Sick Day
 - Day In Lieu Taken
 - Report Fortnightly
 - Activate LogIn Time
 - Staff LogOut for Lunch
 - Use Contracted Times
 - OverTime Paid
- Lunch Breaks:**
 - No Lunch
 - 15 Minutes
 - 30 Minutes
 - 45 Minutes
 - 60 Minutes
- Rounding:** Rounding (highlighted with a red circle), 00:05 In Minutes
- Jobs:** Jobs
- Job Rounding:** Job Rounding
- Job Minimum Time:** 10 In Minutes (highlighted with a red circle)

At the bottom of the window, there are four buttons: Close, OK, Cancel, and Help.

The Contracted Hours and the default lunch break can be set globally, variations can be made on an individual basis.

All Actual and Contracted Times are reportable.

Contracted Hours

This Option controls the Wage Bill.

Staff are paid according to their Contracted Hours.

If staff log in early, TimePeace accepts the login but records in the log, their contracted start time.

Similarly, if the log out is later than the contracted finish time, the log records the predetermined log out time.

There is a Rounding facility which gives leniency to the actual logging time. In this case the Administrator has set 5 minutes

Staff log out for lunch Option

Unticked automatically deducts the staffs contracted lunch break.

Ticked, then no lunch is deducted, and the staff would log out and in from lunch accordingly..

IMPORTANT

This can be overridden by using the Administrator TimeClock

One of the most sophisticated time and attendance solutions available, **TimePeace**© enables management to collect and report data in real time, accurately, at any time of day.

Now you can monitor and control all aspects of employee time and attendance while reducing the costs of overtime, administrative labour, and clerical errors.

All of this is available at a fraction of the cost normally associated with traditional corporate level applications.

TimePeace© contains many useful reports and data is exportable in varying formats.

Time Peace© automates the management, collection, and distribution of employee hours, making conventional time and attendance systems things of the past.

By calculating this information automatically, Time Peace© saves your business administration considerable time, and significantly increases the accuracy of the weekly Payroll commitment.

Budget and Variance reports indicate accurately whether the payroll commitment is on target.

TimePeace has the exciting option to allow Business operators to directly import weekly or fortnightly timesheet detail directly into most of the major Payroll Programs, saving even more time for the busy Supervisor who will not now need to enter each staff members hours worked.

Reports are even export capable to Microsoft Excel for data specific analysis.



TimePeace©

TimePeace helps you manage all your employees without paper time sheets. Each payday it will save you many hours of your precious time by generating automated payroll reports for all your employees.

Simply print the reports then export into your payroll program.

16/07/2006
TimePeace

Employee Attendance Report

Name	Date	Time In	Time Out	Elapsed Time
Camila Campbell	10/07/2006	8:52	13:36	4:44
Camila Campbell	10/07/2006	14:06	17:59	3:52
Camila Campbell	11/07/2006	8:56	13:35	4:39
Camila Campbell	11/07/2006	14:02	17:57	3:54
Camila Campbell	12/07/2006	8:57	13:41	4:44
Camila Campbell	12/07/2006	14:11	18:01	3:49
Camila Campbell	13/07/2006	8:57	13:45	4:48
Camila Campbell	13/07/2006	14:17	17:58	3:41
Camila Campbell	14/07/2006	8:57	13:43	4:45
Camila Campbell	14/07/2006	14:13	18:32	4:19
Camila Campbell	15/07/2006	9:28	13:14	3:46
Camila Campbell	15/07/2006	13:44	17:47	4:03

Total Hours Worked
Ace Payroll compatible **51.18**

TimePeace©

TimePeace is a complete system for automatic recording of employee attendance and for producing work-hour reports.

The system is designed for small and medium-sized organizations.

Caters for

- Break / Lunch deductions
- Overtime, Special Hours, Lateness, Holidays & Absences
- Export facility built in integrated with most NZ payroll software
- Who's in report for Health and Safety
- Password protected.
- Superb range of reports over any date range for a single employee, or all employees
- In depth Audits

The screenshot shows a window titled "Peace of Time...TimePeace!". Inside the window, there is a section titled "ROI Calculator" with the following text: "This utility Displays the \$ Savings made to your Business by using TimePeace" and "The assumption is a 5 day working week and the figures return for 52 weeks". The calculator has three input fields: "Number of Staff" with the value "87", "Average Hourly Rate" with the value "\$14.22", and "Savings made per annum!" with the value "\$53,394.96". Below the calculator are two buttons: "GO" and "Close". A red arrow points from the "GO" button to the "Savings made per annum!" field.

Field	Value
Number of Staff	87
Average Hourly Rate	\$14.22
Savings made per annum!	\$53,394.96

This utility demonstrates the savings Your business can achieve by using TimePeace !

INSTALLATION

Congratulations! We hope you will be pleased with your decision to implement our software into your business and trust that not only will it save you time each week but that it will also save you money!

- By Installing TimePeace, you agree you are installing at your own risk and that the authors of TimePeace will not be liable for any data corruption now or in the future, and that you will, on completion of the installation, read the TimePeace Contract, which is available from Help
- This programme does not add any files or data to your computer registry.

Plan carefully which computer you want to set as the administrator's machine and then:

- Run the executable wizard and TimePeace will be installed into a folder on your C drive called TimePeace. There will also be an icon on your desktop called MarkTime.
- There are a number of Modules. The two main ones are TimeClock and Marktime
- On a local network, a shortcut to TimeClock can be created on any number of workstations to allow the staff to log in and out.
- Do this by going to the work station on the network where you want to run TimeClock, right click *start*, then *explore*, then "*my network places*" and then find the folder called TimePeace on your nominated computer.
Open, Right click the TimeClock application and chose "send to ",and then, "Create Shortcut"
- This creates a shortcut through the network to the program from this particular workstation. You can do this on as many machines as you like, but you cannot create a shortcut for the MarkTime application. This is the administrator's programme and should only be on one nominated machine.
- Now open MarkTime and a window will open with a unique number which is your nominated computer's unique number. Once the demo version has expired, either highlight and Control C to copy this number into a text programme and send us that number, or accurately record and send
- The number will be used to generate your activation code to allow Timepeace to continue to run on this nominated computer.
- We will provide your activation code, which you will insert into the appropriate field in "Register TimePeace". Your programme is registered at this point.
- From now on it is plain sailing, adding the staff detail and importing images should you so wish. Any format will work from a BMP to a gif. Or indeed an icon if you like.

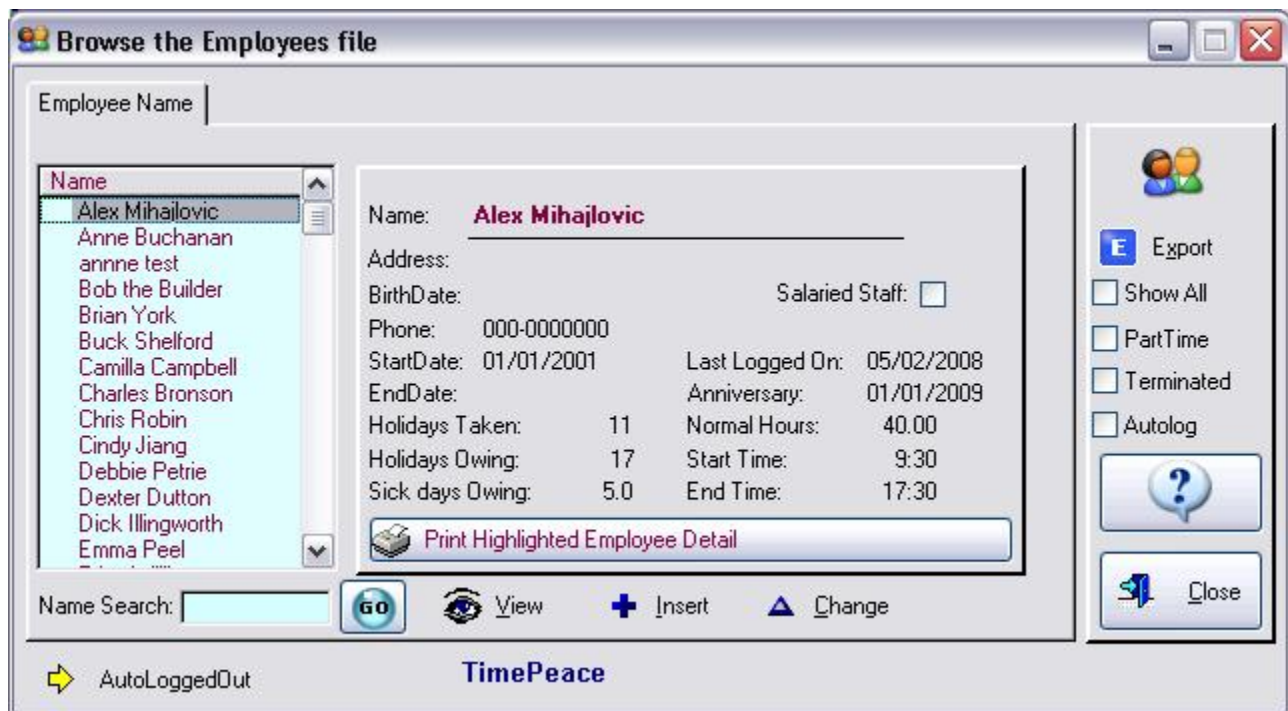
From the main window **Browse to the Control Centre and check your settings then go to Employees** Chose **Insert** and begin entering your staff.

- At this point, use initials for the secret code
- Make sure you have the Payroll ID detail correct for each staff (set it correctly now)
- Tick Part-time if appropriate
- From the dates and times Tab, enter the correct commencement date, as the anniversary, sick leave and holiday leave accrue automatically. Dates are entered as 010108
- You don't need the / key
- **You must enter the staff's commencement date.**
You will be prompted if you forget and don't worry, the date can be changed if you make an error.

Double click on "Marktime" and start adding details...

Employee File

- The Employee File provides all the Information needed to manage your staff.
- Holidays days, Sick days and days in lieu, all accrue automatically.
- Data is printable and exportable.
- Anniversary auto adjusts and increment the entitlements accordingly.



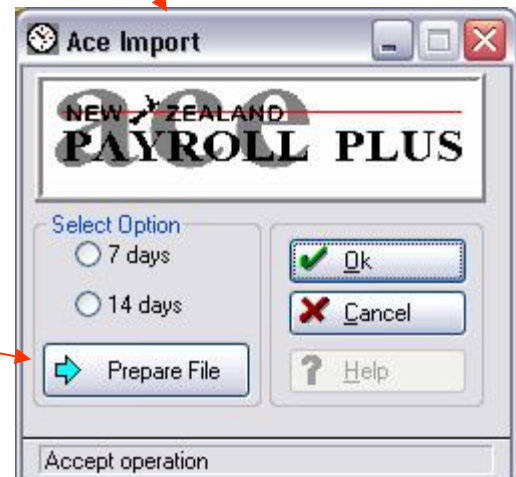
Comprehensive Pay Ending Reporting



Automatic Data Entry into Payroll Programme

Weekly or Fortnightly Hours can be automatically imported into your payroll program.

This reduces the time spent on entering the staff times and Eliminates key board error.



Administrator TimeClock

Available from the main Marktime Window

- The Administrator TimeClock is located in the MarkTime module and is for the use of the Supervisor who can log staff in and out using their initials.
- This screen records absenteeism as listed. The procedure is to select the leave type and log the person on and off . The program allocates the contracted hours to the log.
- This window is also used if the wages are capped using the Contracted Hours option and an employee is asked to work later than normal.
- Data is printable and exportable.

Tick here and a text box opens where the Manager can record the reason for the intervention

All these options are reportable separately and indicate in the log with an icon

Log Staff by Initials

To log Staff IN or OUT
Enter Their Initials

Push "Enter" Twice

Tick Records Intervention Reason:

Annual Leave
 Tick Records Sick Day Taken
 Half Day Sick
 If No Leave owing, Pay Anyway

Stat Day Entitlement
 Stat Day Worked
 Special leave
 Absent Without Leave
 Tick Records Day In Lieu Taken

19:03:34

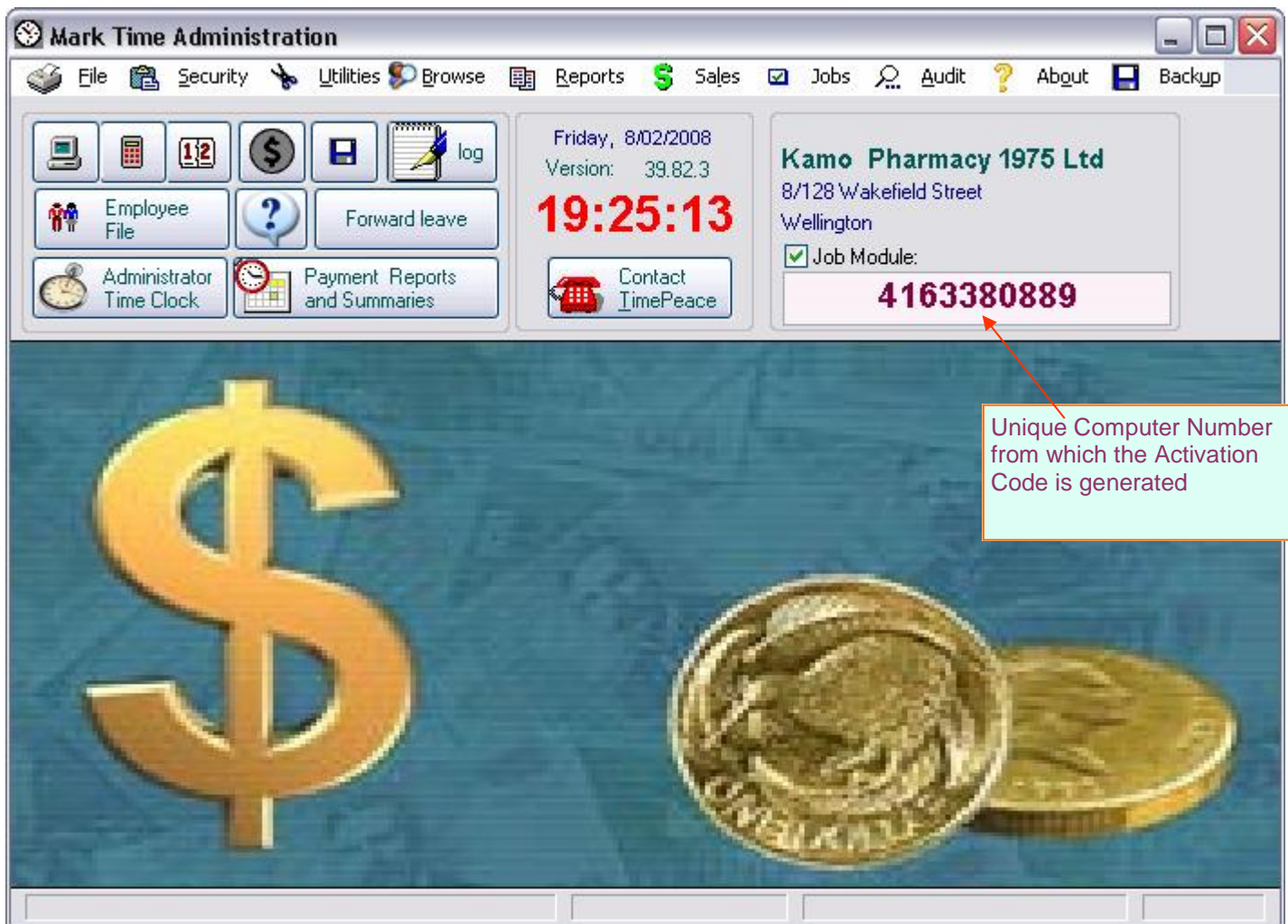
OK Cancel

Name

- Alex Mihajlovic
- Anne Bucknell
- Anti Matter
- Bob the Builder
- Brian York
- Buck Shelford
- Camilla Campbell
- Chris Robin
- Cindy Jiang
- Debbie Petrie
- Dexter Dutton
- Dick Illingworth
- Emma Peel
- Erica Williams
- Errol Flynn
- Felise Demchy
- Gerry Brown
- Graeme Kirkcaldie
- Hamish Barr
- Harry Potter

MarkTime Main Window

- This Window is the pathway to all reports and audits as well as Employee management, Forward leave and the Administrator time Clock
- Log File, utilities and backup modules all run from here.
- *All Data* throughout the application , is printable and exportable.



Update Data Utility

Available from the main Marktime Window

- A Data settings page. Although this page is not password protected, Care should be taken and sensibly only used, following the instruction from the TimePeace Help Desk...Phone first 04 4739790
There is a report which explains each utility on this window

Backups are Important!

It is strongly recommended that a backup is run **before** any of these utilities are used. You can Backup from here...

The screenshot shows a window titled "Log Utilities" with a toolbar and a grid of utility buttons. A red arrow points from the top text box to a "What do these Utilities Do?" button at the bottom left. Another red arrow points from the middle text box to a "Do a Backup First!!" button at the bottom right.

**Caution: Do Not Use These Utilities Without Advice
BackUp your Data Before Using**

This utility is designed to update or correct the employee and log files:

Update Names	Update Salaried Staff	Update Hourly Rate	Update Log Total Time Worked
--------------	-----------------------	--------------------	------------------------------

Employee File. This Utility builds an employee file from MS Excel.
Update Salaried Staff will change the status to salary on all historical data.
Update Names will change the Employee name on historical data
Default Lunch time edits all employee files to record the nominated lunch break.
Roster Times will add Contracted Start and Finish times to each Employee
Employee Default sets the employee file to allow Rostered Updates
Hourly Rate update should ONLY be performed if the hourly rate is wrong....
This is NOT the place to record a wage rise

**Caution: Do Not Use These Utilities Without Advice
Always Take a Backup Frst.**

What do these Utilities Do?

Employee File	FullTime Hours	Payroll ID Fix
RosterTimes	Default lunch break	Set Leave on Upgrade
Update Job File	Employee Defaults	Update Leave Descriptions
Update Wages.	Leave Adjust	Set Existing Staff Leave
Update Annivers Date	Daily Hours	OK
?	Cancel	↩
Do a Backup First!!		

Utility Fix

Available from the main Marktime Window

This utility page fixes historical log records and data.
It should only be used under the guidance of the TimePeace help Desk.

This page is Password protected, The Help Desk will advise.

+ Utility Fix

These Utilities Fix User Selection Errors, and should only be used under the guidance of the TimePeace Help Desk:
It is very important to understand that indiscriminate use of these utilities WILL cause harm and irreversable damage.
A full system back up should be made before running these utilities: Do Now

This utility changes all log records of the selected staff member Back to unsalaried status.
Select carefully, this cannot be undone!
Run this fix before editing the employee's file. Reverses Salary Utility

This utility will change the employee salary status of all staff back to Unsalared.
After Closing this utility re-edit those staff that should be salaried. "Unsalary" All Staff

Date In: Employee:
This Utility only corrects if Contracted Hours are set as ON
This Utility corrects the total time worked by an employee if the wrong Control selections were made. Corrects Contracted Hours Worked

This Utility Resets the Leave and Sick Adjust Permissions on All Employees: Caution! Dont Touch

This utility removes the Watch Flag from the selected Employee's log records.
Select carefully, this cannot be undone!
The Employee Watch Flag will also be set to OFF Un Watch Clear Notes
The Clear Notes Utility will remover the Notes made on the chosen Employee

Fix Stat Days:
 UnStat Make Stat
Date In:

Do a BackUp First!!!!

Reset Sick owing to Zero
 Zero

Resets the Sick & Annual Leave
 Reset the Leave Totals

Correct Annual SickLeave Status
 Correct Annual Leave Status

Anniversary Flag Report

Reset all Leave fields to Zero

Reset to INITIAL Anniversary

Fix Leave DayDate

Add Leave day Date

Clear ALL Watched LOG Records

Kill Watch Globally

Fix Lateness on Upgrade

TimePeace©

With TimePeace:

- No more manual timesheets
- Analyse weekly hour attendance – staff log in and out each day
- Access weekly or fortnightly timesheet data with the click of the mouse
- Export reports to Microsoft Excel, Word or text files
- Immediately available historical data
- Extensive audit modules provide printable data for staff reviews & compliance
- Interface directly with Payroll software

- Eliminate time sheets & avoid time fraud
- Save up to 5% on your payroll cost
- Eliminate pay disputes
- Payroll preparation with just a click
- Total accuracy of IN / OUT Times

The log File

The log File displays each record and visually indicates information about that record

Log by Date and Employee | Kamo Pharmacy 1975 Ltd

Name	Date In	Time In	Date Out	Time Out	Elapsed Hours	Total Time Worked
Camilla Campbell	7/02/2008	9:00:00	7/02/2008	17:30:00	8:00:00	8.00
Chris Robin	7/02/2008	9:00:00	7/02/2008	17:30:00	8:00:00	8.00
Debbie Petrie	7/02/2008	9:00:00	7/02/2008	14:00:00	4:30:00	4.50
Dick Illingworth	7/02/2008	9:00:00	7/02/2008	17:30:00	8:00:00	8.00
Emma Peel	7/02/2008	9:00:00	7/02/2008	17:30:00	8:00:00	8.00
Gerry Brown	7/02/2008	11:31:34	7/02/2008	11:32:25	0:00:51	0.02
Graeme Kirkcaldie	7/02/2008	11:38:29	7/02/2008	11:38:46	0:00:16	0.01
Hayley Mills	7/02/2008	9:00:00	7/02/2008	17:30:00	8:00:00	8.00
Hugh Reid	6/02/2008	9:00:00	6/02/2008	17:30:00	8:00:00	8.00
Hugh Reid	5/02/2008	9:00:00	5/02/2008	17:30:00	8:00:00	8.00
Hugh Reid	4/02/2008	9:00:00	4/02/2008	17:30:00	8:00:00	8.00
Zin Zhang	2/02/2008	9:00:00	2/02/2008	17:30:00	8:00:00	8.00
Keith Thomas	1/02/2008	16:41:08	1/02/2008	12:00:00	4:41:08	4.69
Alex Mihajlovic	31/01/2008	23:22:35	31/01/2008	17:30:00	5:52:35	5.88
Alex Mihajlovic	31/01/2008	23:23:00	31/01/2008	17:30:00	5:53:00	5.88
Alex Mihajlovic	31/01/2008	23:23:51	31/01/2008	17:30:00	5:53:51	5.90

Legend:

- Sick Day Taken
- DayinLieuTaken
- Annual Leave
- Special Leave
- AWOL
- Statutory Day
- Stat Day Entitlement
- Early Shut Down
- Intervention
- Half Day Sick
- Exceeds Maximum Shift.
- Autologged Out:
- Logged off at Midnight
- Admin Assisted Logging
- Logging Alert

Date In Locator: [] [GO]

Buttons: Change, Delete, View, Close

Help is available throughout the programme by wherever you see this Button

Each type of annotation can be reported, either by date range or by employee... Ideal for staff reviews and roster budgeting.

TimePeace©

The Control Centre

This is where the Administrator sets up, or customises the program to the Business needs.

The TimePeace Author is firmly of the opinion that Computer programs should be fun to use and be able to have setting changes.

The Control Centre meets this aspiration.....

Control Centre

Company Name: Kamo Pharmacy 1975 Ltd
Address: 8/128 Wakefield Street
City: Wellington
Version Number: 39.82.3
Background Colour:
Wallpaper: C:\Clarion6\MarkTimeV39.82.1\money.jpeg
Image Filepath: C:\Clarion6\MarkTimeV39.82.1\money.jpeg
Close Splash Window: Default Log In Time: 09:00 P.M. Shift Starts AFTER: 09:30
Show All Staff at Login: Auto Log Out Time: 23:59
Do Not Report Prior To: 31/03/2007 Max Shift: 12.00

PayWeek Ends On: 10/02/2008
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Log Options:
Tick "ON" to include In:
Weekly Summary
Fortnightly Summary
Export File
 Salaried Staff
 Stat Day Worked
 Stat Day Entitlement
 Leave Entitlement
 Special Leave
 Sick Day
 Day In Lieu Taken
 Report Fortnightly
 Activate LogIn Time
 Staff LogOut for Lunch
 Use Contracted Times
 OverTime Paid

Lunch Breaks:
 No Lunch
 15 Minutes
 30 Minutes
 45 Minutes
 60 Minutes
 Rounding
00:05
In Minutes
Jobs:
Job Rounding:
Job Minimum Time: 10
In Minutes

Preferred Payroll Program:
 Ace Pay
 MYOB
 IPAY
 IMS Pay
 Record Stat Day in log as "Time and a Half"
 Display Administrator TimeClock Log Entry Icon
 ***** or Hide Confidential Employee Details

Report hours worked as two decimal places:
Check this box to turn ON the Autolog option:
This Business has Staff working after Midnight:
Allow Auto Update of Sick and Leave Days:
Include Terminated Staff in Reports:
Allow Immediate Log Editing:
Report Elapsed Time as hh:mm
Report Log Time as hh:mm

Contracted Start Time: 09:00
Contracted Finish Time: 17:30
Full Time Hours: 40.00

Close OK Cancel ?

Choose your Payroll Provider here

The Contracted Time option , caps the wages. Once set up the staff can log in early or late but they are paid from their nominated Start time and Finish time. Initially this can be set up globally, and then each variation can be changed in the staff file.

Naturally, the administrator can override these times by logging the staff in and out on the administrator time clock....see the help files

Jobs Module

There is a module available called Jobs where Clients time charges can be recorded and printed over a date range.

This is a new module, it runs concurrently with the TimeClock and is suitable for professional offices who charge their employee time to their clients

Job Interface

Select Criteria First, THEN Enter Your Initials:

Enter Your Initials:

To Accept, Push <Enter> Twice



13:39:22

Name

- Alex Mihajlovic
- Camilla Campbell
- Emma Peel
- Margaret Illingworth
- Motown Marr
- Rebecca Sharp
- Rebekah McDonald
- Richard Illingworth
- Sally anne Beauchamp

Signifies: "Open Task"

Client

Category

Task

GO Accept and Continue

Clear Fields on Recording

Exit

© Richard Illingworth 2006
39.82.2

TimePeace

Friday, February 8, 2008

TimePeace©

The Administrator log-in is password protected, securing the confidential details within the program

TimePeace Login Window

Welcome to TimePeace

Login: john

Password: xxxx

By entering TimePeace you agree to do so at your own risk and that the authors of TimePeace will not be held liable for any errors, omissions or data corruption of any kind as a result of using TimePeace. This product is licenced under the terms of the TimePeace Contract and remains the property of Kamo Pharmacy 1975 Ltd. By using TimePeace you agree with the Terms and Conditions as set out in the TimePeace Contract, and agree to abide by them.

Enter your login & password to accept or cancel to exit

©Richard Illingworth 2006
Version:39.82.3

OK Cancel

The login and Password are both preset as John.

This can be changed once the programme has been activated.



89 Gladstone Road
Gisborne

20 July 2007

To Whom It May Concern:

REFERENCE: TimePeace

I would like to share with you how great TimePeace is and how easy it has made managing wages for my team here at Sun City Unichem Pharmacy. The programme is very user friendly, and easy to operate. If I have had any doubts on what to do, Richard has been very quick to help and offered assistance at *any* time we have needed it.

The features of the programme have highlighted many things about my team here and their habits, as well as their expectations of time worked. We had no issue with the team when we implemented the system due to the suggestions from Richard when beginning the transition from paper records to electronic.

As a manager that spends a lot of time away from the store, I can rely on the staff to be at work as they are required, and with the records so easy to read, I find it easy to check on anyone if necessary.

There are fabulous features in TimePeace that we have yet use. Richard is continually thinking of more useful features to add into the programme that enhance my work, and make things easier each week. Purchasing TimePeace is money well spent – the pharmacy has well recovered any cost of the software with the features we are using.

If you would like to discuss this further with me, I am more than happy to be contacted. Best on my cell phone these days – 021 1369307.

Kind regards

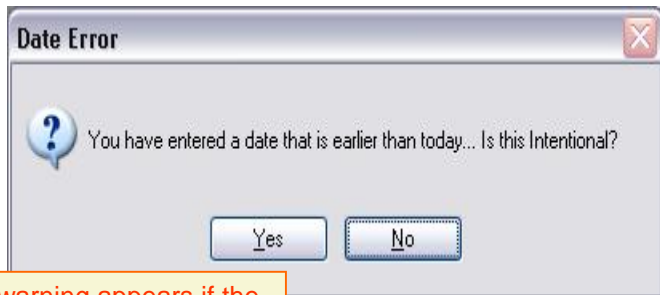
Rachelle Andrews
Business Manager

Forward Leave

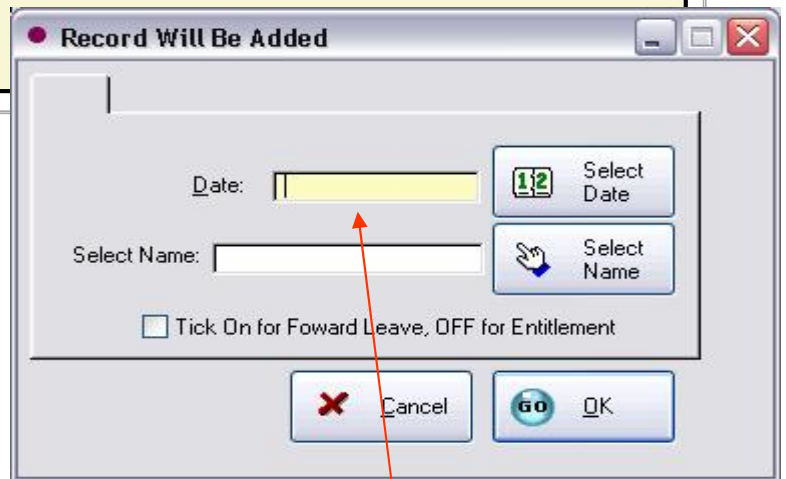
TimePeace records with the same simplicity and accuracy,
Forward Leave.

Consider:

- An Employee asks for one weeks leave
- The administrator using this screen, records the employee Name, Leave start date and number of days.
- The program records the detail and in the relevant pay week the leave is simply processed and all details are recorded.
- The leave days taken are updated in the employee file and the Leave Report itemises the days taken



A warning appears if the date selected is earlier than the current date....



Naturally, Leave can also be recorded for a single day , and using this screen, there is also the ability to record a Leave Day Entitlement.
A Leave Day Entitlement is a day when an employee would normally work but the business is closed for that day. The Employee is paid their contracted hours automatically.

Forward Leave Processing Window

This Function is designed to record Future Leave. Entering Historical Data while permitted, can be dangerous, if the selected date is outside the reporting week.

Forward Leave Allocation

Tick to Process Process and Update Log and Forward Leave Files

Outstanding Forward Leave Report

Tick to Process Process Forward StatDay Entitlement Only

Forward Entitlement:

To be used only when recording Staff Entitlements to be paid, for a Stat Day, when NOT rostered on, the Business Unit, ALL Stat Days MUST BE recorded in the Stat day File, and the allocation made.

You Must Select One option:

Buttons:

Multiple Forward Leave

Select Staff:

Select Leave Start Date:

Enter Number of Days Leave:

Choose only the Date Range that your Staff would Normally Work

Buttons:

Browse the Forward Leave File

Enter Employee Name

Date	Name
22/02/2008	Dick Illingworth
21/02/2008	Dick Illingworth
20/02/2008	Dick Illingworth
19/02/2008	Dick Illingworth
18/02/2008	Dick Illingworth
15/02/2008	John Callan
14/02/2008	John Callan
13/02/2008	John Callan
12/02/2008	John Callan
11/02/2008	Emma Peel
11/02/2008	John Callan
10/02/2008	Emma Peel
9/02/2008	Emma Peel
9/02/2008	Cindy Jiang

Indicates the allocation of : Annual Leave

Indicates the Allocation of : Stat Day Entitlement

Buttons:

Richard J. Illingworth MPS

TimePeace©

Phone: 64 4 473 9790 cell 0274 745279

www.timepeace.co.nz logtimer@yahoo.com

8/126 Wakefield St. Wellington New Zealand