



STROMBERG

*Enterprise Solutions for Time and  
Employee Management*

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**e-Timeclock**  
Stromberg Reference  
Version 4.0

Copyright © Stromberg 2005  
255 Primera Boulevard  
Suite 532  
Lake Mary, FL 32746  
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[www.stromberg.com](http://www.stromberg.com)

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## e-Timeclock

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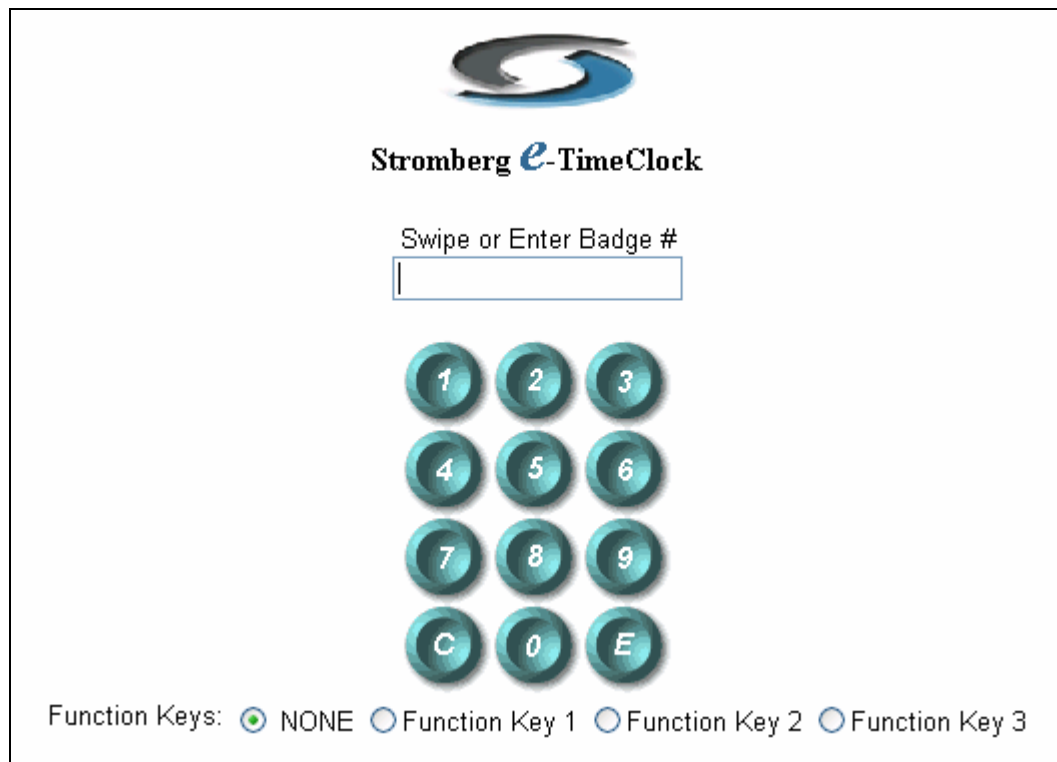
### [Introduction to e-Access Timeclock](#)


As its name implies, e-Access Timeclock is a web-based interface used by employees to record arrival, departure and break times. This convenient time management tool not only features a quick punch platform, but also lets employees enter department transfers and common totals such as tip earnings. Timeclock is most commonly placed in remote work locations with a limited number of computer terminals or traditional time clocks. Using either a workstation or card swipe unit, employees can easily present their badge numbers to enter time punches. The terminal then transfers the data through an FRS-232 or USB-port to a secure server in real time, ensuring up-to-the-minute data management throughout the company.

### [e-Access Timeclock Display](#)

When using a workstation in conjunction with a card reader, employees can perform department and job transfers as well as submit time punches (a sample workstation screen appears below). Employees simply enter a badge number on a keyboard or swipe a magnetic card through a wedge reader to punch in at the workstation.


#### **The e-Access Timeclock Workstation Screen**





**Stromberg *e*-TimeClock**

Swipe or Enter Badge #



Function Keys:  NONE  Function Key 1  Function Key 2  Function Key 3

### [Default Clock Display Maintenance](#)

e-Access Timeclock includes several screen display options that can be set in the Default Clock Display Maintenance window, shown below. To access the display maintenance window in Stromberg Enterprise, select the main toolbar button titled Clock Related, then choose Clock Maintenance from the drop-down menu. Once the Clock Maintenance window is open, click on the Edit Default Clock Display Prompts icon from the toolbar, also illustrated below.



Select the **Edit Default Clock Display Prompts** icon in Clock Maintenance to access the Default Clock Display Maintenance window below.

### The Default Clock Display Maintenance Window

	Dept Xfer	Prompt	Auto Dept Value	Ctgy
1	Y	Dept Transfer		Advanced
2	N	Overtime Pay		Overtime
3	N	Enter Tips		Tips
4	N			
5	N			

Quality Dept Transfers ?  N    Eliminate Duplicate Punches Within  Minutes

OK    Cancel

Just as standard clock terminals contain five definable function keys, Timeclock also features up to five custom function keys. The Default Clock Display Maintenance window controls the display and function of each key as it appears on the Timeclock screen.

### [Default Clock Display Parameters](#)

Each function key contains four parameter values that determine the key's title, value and actions taken:

1. Department Transfer (Dept Xfer)
2. Prompt
3. Auto Department Value (Auto Dept Value)
4. Category (Ctgy)

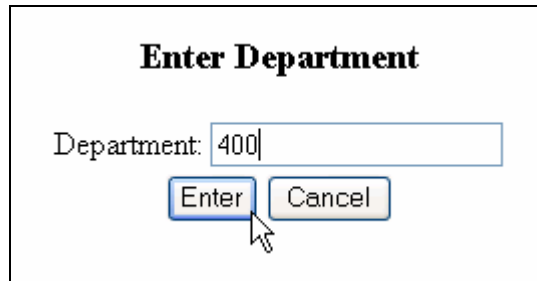
## e-Timeclock

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### [Department Transfer \(Dept Xfer\)](#)

The Department Transfer column contains a department transfer on-off switch for each of the five custom function keys. When Y is entered in this field, the corresponding function key will prompt the employee for a new department number during the transaction, illustrated below. After the employee selects a new department number, the accumulated time will be assigned to the new department. If N is entered in this field, the department transfer function is not triggered when the function key is selected.

#### **Department Transfer Screen Prompt**



The screenshot shows a dialog box titled "Enter Department". Inside the dialog, there is a label "Department:" followed by a text input field containing the value "400". Below the input field, there are two buttons: "Enter" and "Cancel". A mouse cursor is positioned over the "Enter" button.

### [Prompt](#)

The Prompt column contains a 16-character field used to enter the title of each function key. To display a function key in Timeclock, simply enter the desired title of up to 16 characters in this field.

### [Auto Department Value](#)

To automatically transfer employees to a specific department when a function key is selected, enter the appropriate department number in the Auto Department Value field. When an employee selects the corresponding function key and completes a transaction, the accumulated time is automatically transferred to the new department. The department transfer screen prompt does not appear when the Auto Department Value field is activated.

### [Category](#)

The Category column assigns a specific value to accumulated time when the corresponding function key is selected during a time punch. The common values available in the Category drop-down menu are the same categories established during installation.

### [Qualify Department Transfers](#)

The Qualify Department Transfers field, when activated, validates the department number entered before accepting a time punch when a function key is selected. If N is entered in this field, any department transfer entry will be accepted as a valid department number.

### [Eliminate Duplicate Punches Within X Minutes](#)

If an employee badge number is entered twice during the specified number of minutes chosen in this field, the second punch is deleted. Department transfer punches, however, are not deleted.

### [Advanced Features](#)

The Advance button, located on the right side of the Default Clock Display Maintenance window, opens the Department Transfer Prompting Configuration screen, shown below. From this screen, custom clock prompts can be established for employee communication and data collection during time punches.

#### **The Department Transfer Prompting Configuration Screen**

Using the options below, select the prompting displays and segment settings that will be used when the function key is pressed at the clock. For additional details, please refer to the user's manual. Note: Depending on the clock you may be able to enter as many as 2 lines for each prompt.

When F1 is selected, display this prompt: **Swipe your badge.**

After validating the badge, the clock will ask for the department in segment-order as described below:

**Clock Prompt Behavior**

Segment	Clock Action	Default Supplied (If appropriate)
Location	Supply Pre-Defined segment	200 - Orlando
Department	Prompt for segment	<b>Enter Department</b>
Position	Prompt for segment	<b>Enter Position</b>

OK Reset Cancel

### [Function Key Usage](#)

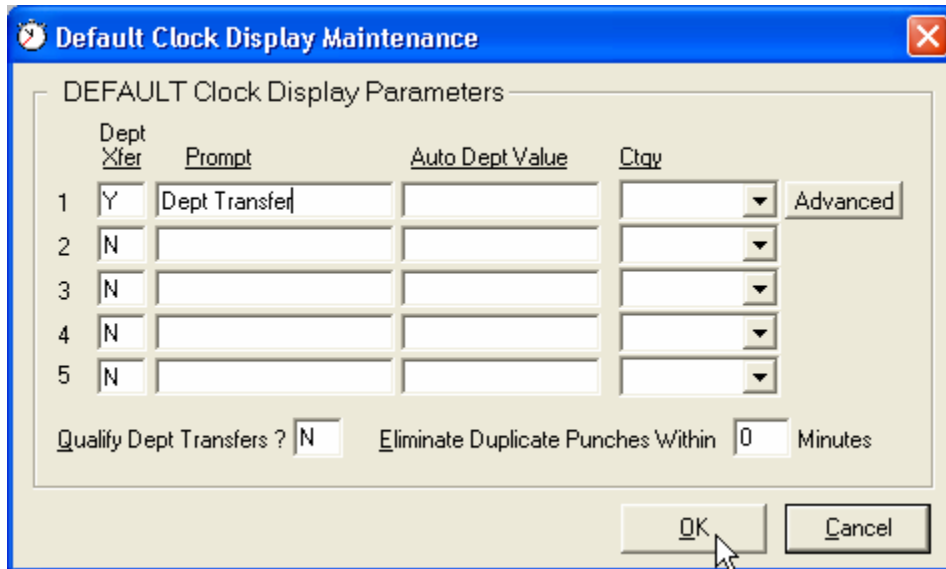
When entering an e-Access Timeclock punch, the employee may select from up to five separate function keys to complete various actions such as data collection and department transfers. To add a department transfer function key, open the Default Clock Display Maintenance window and enter a title in the Prompt field.

Once a title is entered and the remaining fields are selected (Department Transfer, Auto Department Value and Category of Time), the function key automatically appears as an option at the bottom of the Timeclock workstation screen.

### [Creating a Department Transfer Function Key](#)

To let employees transfer departments during a Timeclock punch, open the Default Clock Display Maintenance window in Stromberg Enterprise (detailed on page 5) and type Y in the Dept Transfer field of Function Key 1. Enter a function key title of up to 16 characters in the Prompt field (in this case Dept Transfer has been entered), and select OK to save and close the Default Clock Display Maintenance window.

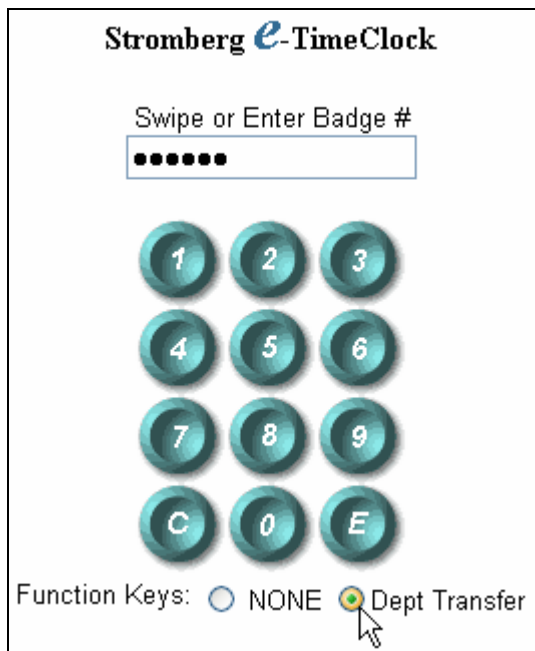
### Department Transfer Activation for Function Key 1



### Testing the Department Transfer Function Key

Once the Default Clock Display Maintenance window closes, open e-Access Timeclock to test the Department Transfer function key. The new function key, titled Dept Transfer, should be visible at the bottom of the workstation screen. Since Y has been entered in the Department Transfer field, the Department Transfer Screen Prompt will appear when this function key is selected. Enter the badge number and select the Dept Transfer function key, then press enter. The Department Transfer screen prompt will appear automatically.

### Selecting the Department Transfer Function Key



### The Department Transfer Screen Prompt

Once the new department number is typed in and the Enter button is selected, the punch transaction is completed and the e-Access Timeclock workstation screen is displayed.

### [Categories](#)

The Category field within the Default Clock Display Maintenance window allows various amounts of time as well as specific information to be recorded. From the Category drop-down menu, several time values are available such as overtime, double-time and shift numbers. Specific totals can also be recorded including tip amounts and project numbers. The corresponding function key, when selected at the timeclock screen, will either assign the specified time value or prompt the employee for a totals entry.

### [Creating an Overtime Pay Function Key](#)

To assign an overtime function key in e-Access Timeclock, simply type Overtime Pay in the Prompt field and select Overtime from the Category drop-down menu within the Default Clock Display Maintenance window, illustrated below.

### Overtime Pay Activation for Function Key 2

	Dept Xfer	Prompt	Auto Dept Value	Qty
1	Y	Dept Transfer		
2	N	Overtime Pay		Overtime
3	N			
4	N			
5	N			

Qualify Dept Transfers ?  N    Eliminate Duplicate Punches Within  Minutes

## [Testing the Overtime Pay Function Key](#)

Once the Default Clock Display Maintenance window closes, open e-Access Timeclock to test the Overtime Pay function key. The new function key, titled Overtime Pay, should be visible to the right of the Department Transfer function key.

### Selecting the Overtime Pay Function Key

The screenshot shows a keypad with buttons for digits 1-9, 0, and function keys C, O, and E. Below the keypad, there are three radio button options for function keys: NONE, Dept Transfer, and Overtime Pay. A mouse cursor is pointing at the Overtime Pay option.

Swipe or Enter Badge #  
●●●●●●

1 2 3  
4 5 6  
7 8 9  
C 0 E

Function Keys:  NONE  Dept Transfer  Overtime Pay

## [Creating an Enter Tips Function Key](#)

To activate a function key that prompts employees to enter a tip amount, type Enter Tips in the Prompt field and select Tips from the Category drop-down menu within the Default Clock Display Maintenance window, illustrated below.

### Enter Tips Activation for Function Key 3

The screenshot shows the 'DEFAULT Clock Display Parameters' window. It contains a table with columns for Dept Xfer, Prompt, Auto Dept Value, and Ctag. Row 3 is highlighted, showing 'Enter Tips' in the Prompt field and 'Tips' in the Ctag dropdown menu. There are also checkboxes for 'Qualify Dept Transfers?' and 'Eliminate Duplicate Punches Within' with a value of 0 minutes. OK and Cancel buttons are at the bottom.

	Dept Xfer	Prompt	Auto Dept Value	Ctag
1	Y	Dept Transfer		
2	N	Overtime Pay		Overtime
3	N	Enter Tips		Tips
4	N			
5	N			

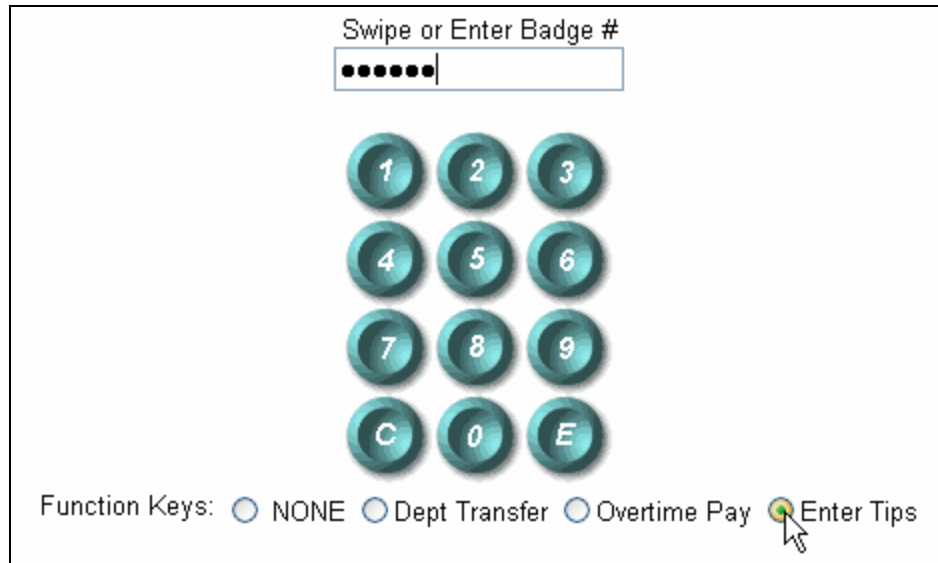
Qualify Dept Transfers ?  N Eliminate Duplicate Punches Within 0 Minutes

OK Cancel

### [Testing the Enter Tips Function Key](#)

Once the Default Clock Display Maintenance window closes, open e-Access Timeclock to test the Enter Tips function key. The new function key, titled Enter Tips, should be visible to the right of the Overtime Pay function key.

#### Selecting the Enter Tips Function Key



Swipe or Enter Badge #

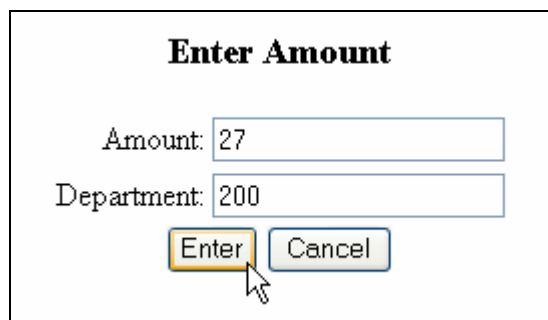
.....

1 2 3  
4 5 6  
7 8 9  
C 0 E

Function Keys:  NONE  Dept Transfer  Overtime Pay  Enter Tips

When an employee enters a badge number, then selects the Enter Tips function key and clicks the Enter button, the Enter Amount screen prompt appears automatically, below.

#### The Enter Amount Screen Prompt



**Enter Amount**

Amount: 27

Department: 200

Enter Cancel

Once the employee enters a tip amount and optional department number, the punch transaction is completed and the e-Access Timeclock workstation screen is displayed again.