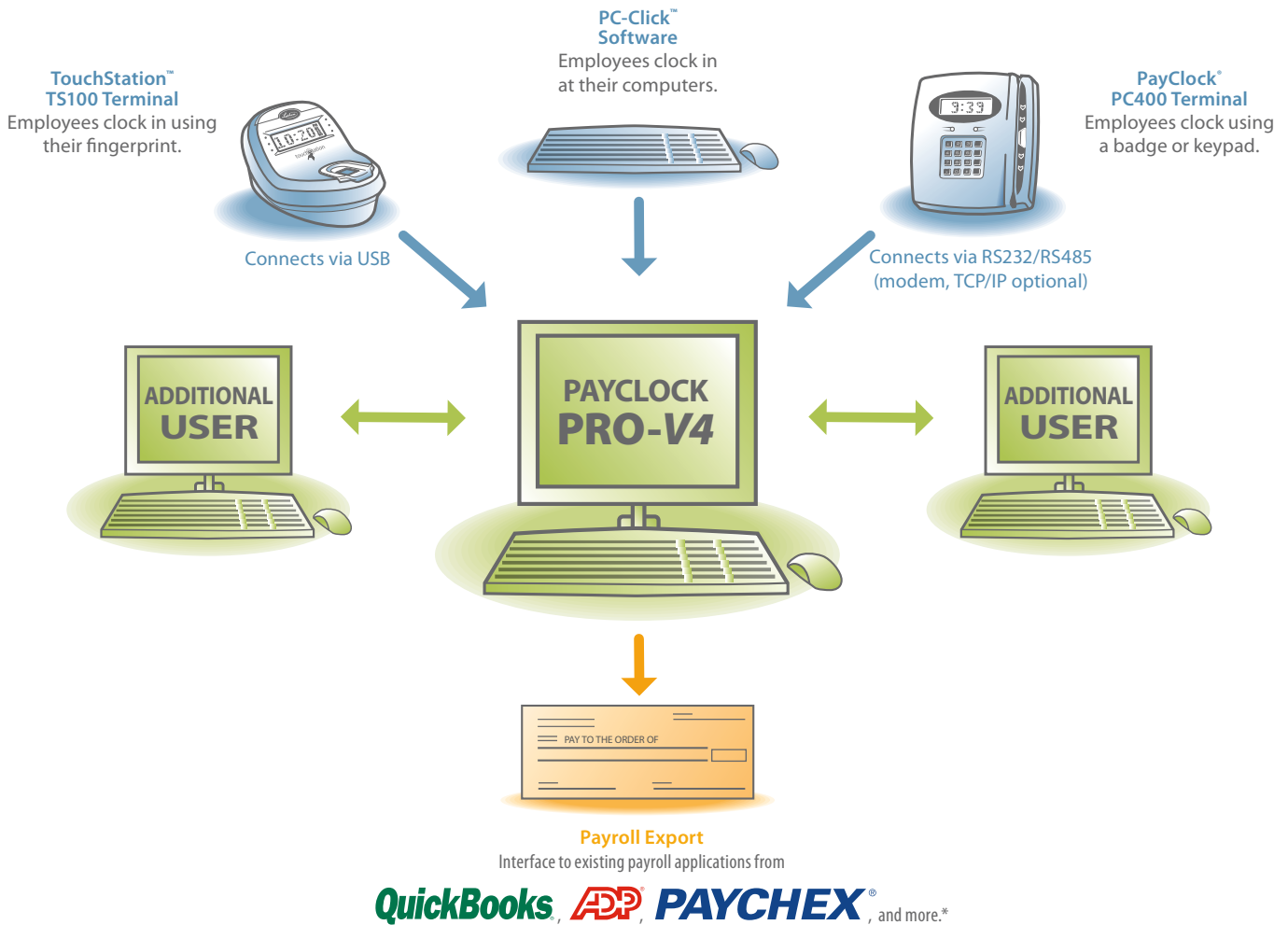


# payclock<sup>®</sup> pro

Time & Attendance System



## An Integrated "Punch-to-Paycheck" System



\*See system features on back for a complete list of standard payroll interfaces.

## Support is not an afterthought.

Anyone who has used Microsoft® Windows® has the foundation to operate the system easily. Windows standard conventions provide a familiar, easy-to-use interface. If questions do arise, Lathem's trained resellers and support staff can resolve most problems quickly and efficiently with a simple phone call. Lathem is a name you know and can trust. The Lathem family of time clocks and time management systems has been standard equipment in businesses throughout the world since 1919.

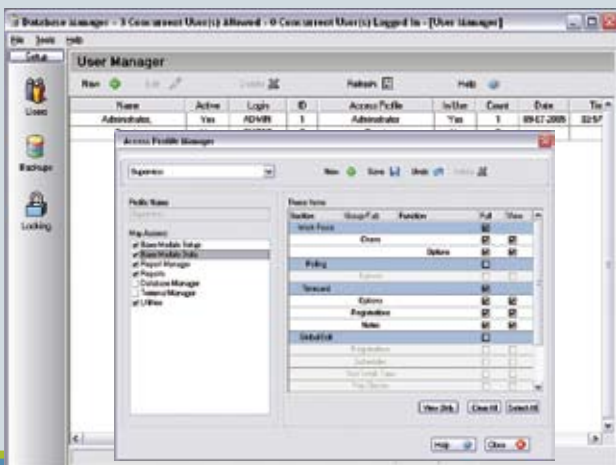
# Payroll becomes automatic.

**Business owners** used to have little choice when it came to processing time and attendance data—either spend a lot of time doing it manually (with a high potential for error) or invest in a highly complicated and expensive solution better suited for large corporations. Now there's PayClock Pro, the integrated time and attendance system specifically designed to assist growing businesses in automating payroll and accurately tracking employee attendance. Perhaps the biggest advantage of PayClock Pro is in time savings; namely the hours every week you will eliminate from the payroll process.

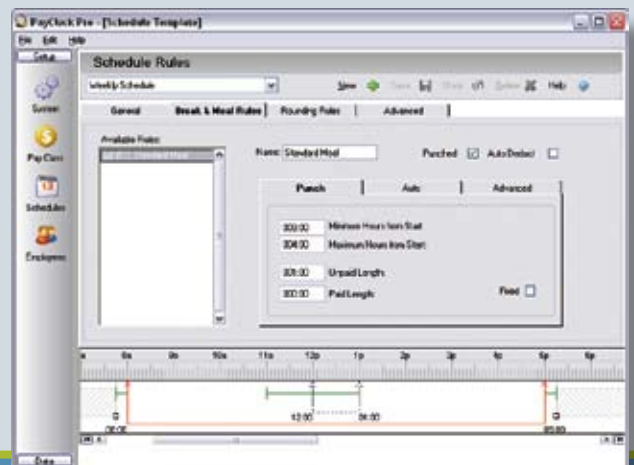
The system is comprehensive and flexible, giving accurate data in various formats which conform precisely to your company's payroll and attendance rules. Employee time transactions are automatically calculated by the software into finished payable hours; factoring in overtime, employee attendance, vacation and sick time, automatic lunch and break deductions, department changes and more.



Setup custom user access rights



Customize work schedules



# PayClock's Powerful Time Card Editor

The screenshot shows the PayClock Pro Timecard Editor interface. The main window displays a timecard for 'Brom, Richard - 0004' for the week of August 29, 2005, to September 4, 2005. The interface includes a graphical time bar at the top, a table of daily time entries, and a summary table on the right. Callouts point to various features:

- Quick View Employee List:** Points to the employee selection dropdown.
- Graphical Time Bar:** Points to the visual representation of work hours on the time axis.
- Customizable Columns:** Points to the table headers (Date, Day, In, Out, Day Totals, Regular, OT1, Grand Totals).
- In-Cell Editing:** Points to the data cells in the timecard table.
- Quick-Reference Calendar:** Points to the calendar view on the right side.
- Automatic Exception Finder:** Points to the 'Exception' button.
- Pay Code Summary:** Points to the summary table showing totals for Regular, OT1, Vacation, and Sick.
- Daily Notes:** Points to the 'Notes' section at the bottom right.

| Date      | Day | In       | Out      | Day Totals | Regular | OT1    | Grand Totals |
|-----------|-----|----------|----------|------------|---------|--------|--------------|
| Aug-29-05 | Mon | 09:08 AM | 05:14 PM | 008:00     | 008:00  |        | 008:00       |
| Aug-30-05 | Tue | 09:16 AM | 05:16 PM | 008:00     | 008:00  |        | 016:00       |
| Aug-31-05 | Wed | 09:06 AM | 04:50 PM | 007:45     | 007:45  |        | 023:45       |
| Sep-01-05 | Thu | 09:06 AM | 05:10 PM | 008:15     | 008:15  |        | 032:00       |
| Sep-02-05 | Fri | 09:14 AM | 05:52 PM | 008:45     | 008:00  | 000:45 | 040:45       |
| Sep-03-05 | Sat | --       | --       | 000:00     |         |        | 040:45       |
| Sep-04-05 | Sun | --       | --       | 000:00     |         |        | 040:45       |

| Totals   | Value  |
|----------|--------|
| Regular  | 040:00 |
| OT1      | 000:45 |
| Vacation | 000:00 |
| Sick     | 000:00 |

Track benefit time

The screenshot shows the PayClock Pro Employee Master interface. It displays a table of employee benefit information, including pay code, allowed time, taken time, balance, and start date. The interface includes a sidebar with navigation options and a main area with tabs for General, Scheduler, Benefit Time, Assignments, Personal, Messages, Terminal, and Advanced.

| Pay Code | Allowed | Taken  | Balance | Start Date   |
|----------|---------|--------|---------|--------------|
| OT       | 040:00  | 040:00 | 000:00  | 09-29-05 Mon |
| V        | 080:00  | 000:00 | 080:00  | 09-29-05 Mon |
| S        | 080:00  | 000:00 | 080:00  | 09-29-05 Mon |
| M        | 080:00  | 000:00 | 080:00  | 09-29-05 Mon |
| R        | 080:00  | 000:00 | 080:00  | 09-29-05 Mon |

Monitor overall activity

The screenshot shows the PayClock Pro My Work Force interface. It displays a bar chart of current period totals, a table of employee activity, and a bar chart of historical labor totals. The interface includes a sidebar with navigation options and a main area with tabs for Current Period Totals, Employee (All Employees), and Historical Labor Totals.

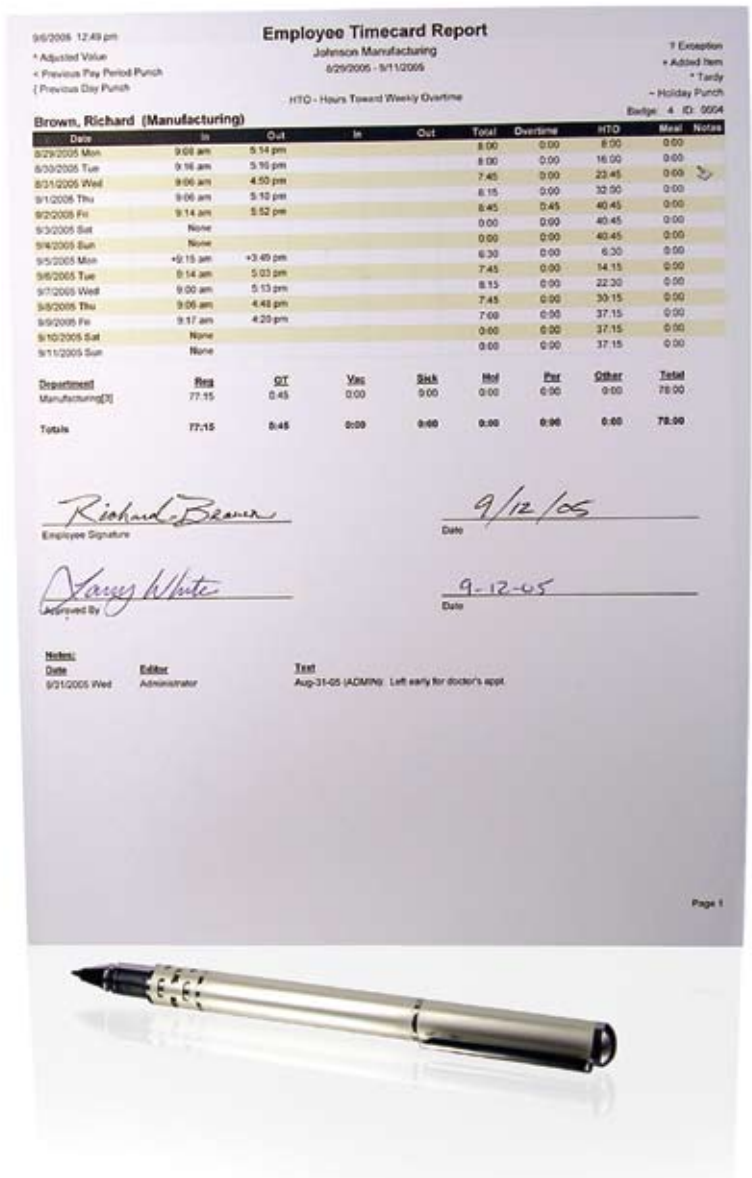
| Category | Value   |
|----------|---------|
| Regular  | 112.00h |
| Overtime | 6.45h   |
| Vacation | 0.00h   |
| Sick     | 0.00h   |
| Holiday  | 0.00h   |
| Other    | 0.00h   |

| Employee          | Rate   | Ho  | In/Out |
|-------------------|--------|-----|--------|
| John, John        | 000:00 |     |        |
| Black, Bob        | 01:00  | In  |        |
| Brom, Richard     | 07:00  | Out |        |
| Doody, John       | 02:45  | In  |        |
| Evans, Doreen     | 00:00  | In  |        |
| Fourlan, Louise   | 00:00  | Out |        |
| Galbraith, Glenda | 00:00  | Out |        |
| Grisham, Susan    | 00:00  | Out |        |
| Hill, Ray         | 00:00  | Out |        |
| Horne, Sue        | 00:00  | Out |        |
| Kraft, Frank      | 00:00  | Out |        |
| Lewis, Glenda     | 00:00  | Out |        |
| Lillis, Susan     | 00:00  | Out |        |

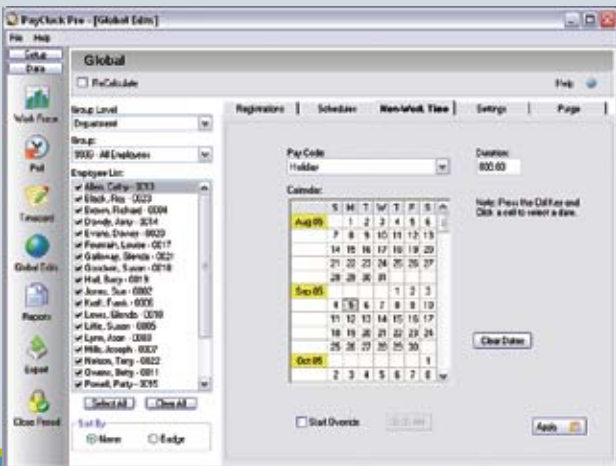
# Attendance monitoring made easy.

Share valuable time and attendance data across your entire organization. PayClock Pro allows three users to access software concurrently and can be expanded to 24 users as your company's needs grow. Using PayClock Pro's standard labor and attendance reports, you'll quickly see where each employee's time and your payroll dollars are spent. In addition to labor totals, PayClock Pro provides standard absence and exception reporting. With PayClock Pro, you'll be able to monitor your employees' daily attendance automatically, in a perfectly fair and impartial manner throughout the organization. This data can then be archived electronically for historical record purposes.

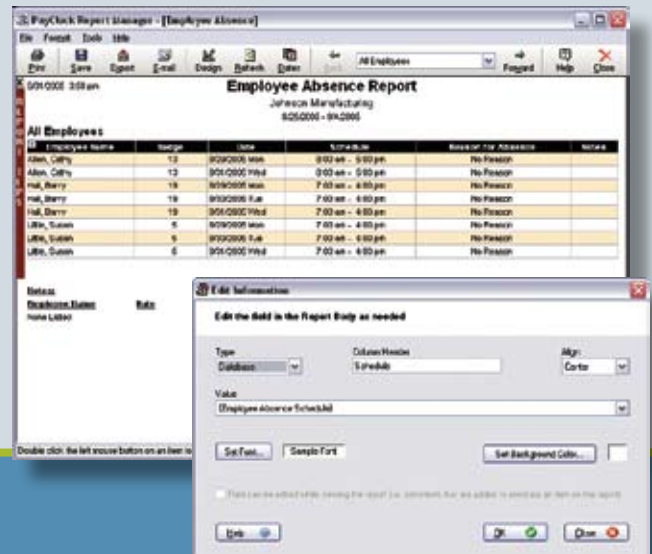
PayClock Pro ships standard with interfaces to the most common payroll applications including **QuickBooks, ADP** and **Paychex**, allowing you to export your employees' total hours directly into your payroll software. Other interfaces are also available. This eliminates the time consuming, and often error-prone task of transferring these time values by hand.



Apply holiday time globally



Design informative custom reports



## SYSTEM FEATURES

|                                |  |
|--------------------------------|--|
| <b>Employee Capacity</b>       | 100, 250, 500, 1000  |
| <b>Concurrent Users</b>        | 3, 6, 9, 12, 24  |
| <b>Departments</b>             | 300  |
| <b>Pay Period</b>              | Weekly, Bi-weekly, Semi-monthly, Monthly, Custom   |
| <b>Overtime</b>                | Daily, Weekly / Pay Period, 3 OT levels, Sat / Sun as OT   |
| <b>Rounding</b>                | 1/4, 1/10, 15/3, 1/1, No Rounding or User Definable  |
| <b>Breaks</b>                  | Up to 95, Paid and Unpaid, Deduct Time or Add Time Back, Auto, Punched or Both, Multiples per day, Global or Individual, Fixed or Floating, Extended Breaks  |
| <b>Pay Codes</b>               | Regular, Overtime 1-2-3, Sick, Holiday, Worked Holiday, Vacation, Personal, Other, Tips, User Definable (up to 85), Worked, Non-Worked and Amount, Count Toward OT or Do Not Count Toward OT   |
| <b>Premium Time</b>            | Up to 32 Zones, Assigned to Pay Class or Schedule  |
| <b>Pay Classes</b>             | 10   |
| <b>Holidays</b>                | Up to 10 Holiday Calendars, 36 Dates per Calendar, Worked or Non worked Time, Worked Day Before and After Qualifier, Global Hours to Apply   |
| <b>Scheduling</b>              | Up to 150 Definable Daily Schedules, 9 Week Rotating, Schedule Overrides by Employee, Schedule Override Templates, Cross Midnight, Open Schedule, Selectable Open Schedule Start Time, Beginning of Day, Maximum Day Length, Automatic Double Shift Calculation  |
| <b>Benefit Time Tracking</b>   | Up to 5 Non Work Pay Codes per Employee, Allowed-Taken-Balance Reporting   |
| <b>Timecard Editing</b>        | Graphical Timecard, Current/Next/Historical Pay Period Viewing, Exception Finder, Department Transfers, Amount Editor, Text Notes Per Day, User Definable View, Pay Code Adjusters, Schedule Change on the Fly, Adjust Employee Max Day by Day, Start New Day Function   |
| <b>Reports</b>                 | 45 standard reports, Custom report designer, Export to Excel, HTML, XML, text file, Email enabled  |
| <b>Payroll Interfaces</b>      | QuickBooks Pro/Premier/Enterprise 2002 and Later, Intuit Complete Payroll, ADP PC Payroll, Paychex Paylink for Windows, Paychex Preview, Pay Roll One, Rapid Payroll, Dynacom Accounting 2003, Fortune 100, Progressive Payroll, Simply Accounting Pro, Paywork, ASCII Employee List, (Custom Interfaces Available). |
| <b>Supported Input Options</b> | PC100, PC400, PC2000, PC3500, PC3500TX, PC-CLICK, TS100, TS-RFS  |

## SYSTEM REQUIREMENTS

- PC with a 300mhz Pentium<sup>®</sup> or faster processor (900mhz recommended)
- Microsoft Windows 2000 or XP (Pro or Home)
- 128Mb of RAM or higher (256Mb recommended)
- 200Mb of available hard disk space (500Mb recommended)
- SVGA (800x600) or higher video adapter and monitor
- Keyboard and mouse or other pointing device
- Available 9 pin serial com port, modem, or Ethernet network interface depending on the specific terminal installation
- Microsoft<sup>®</sup> Internet Explorer<sup>®</sup> 5.0 or later (5.0 provided on CD)
- 4x CD-ROM or faster
- Hi-speed internet connection (for online features & services)

### Multi-User:

- Windows Server 2003 client-server networks
- Windows 2000 or XP peer-to-peer networks

## DATA COLLECTION OPTIONS



Model PC400  
Badge & PIN Terminal



Model TS100  
Fingerprint Terminal



PC-Click™ Module  
Network Desktop Software



Lathem Time • Atlanta, Georgia USA • [www.lathem.com](http://www.lathem.com)

PayClock, Lathem and the Lathem logo are registered trademarks, and TouchStation is a trademark, of Lathem Time Corporation. Windows is a registered trademark of Microsoft Corporation. ADP is a registered trademark of Automatic Data Processing. Paychex is a registered trademark of Paychex Inc. Quickbooks is a registered trademark of Intuit Inc. Pentium is a registered trademark of Intel Corporation. Copyright ©2005 Lathem Time Corporation