



TimeClockWindow Client

User guide
2018

Table of Contents

TimeClockWindow Client.....	3
Welcome to TimeClockWindow.....	4
Getting Started User Interface.....	5
Tray Icon.....	10
Clock-in/Clock-Out.....	13
My TimeClock.....	16
Create New Email Tab.....	18
View Hours Tab.....	20
Change Password Tab.....	22
Contacting Us.....	24
Error Messages.....	25
Database Disconnected.....	26

TimeClockWindow Client

TimeClockWindow is the fully featured time clock package from ZPAY Payroll Systems, Inc.

ZPAY has been developing payroll software since 1978. ZPAY develops software packages for personal computers, for the Windows platform.

TimeClockWindow was developed to compliment the PayWindow Payroll system from ZPAY Payroll Systems, Inc.

TimeClockWindow is designed with easy-to-use functionality and user- friendliness in mind. TimeClockWindow is made for any company that wants to easily keep track of their employees and has a seamless interface into the PayWindow payroll software.

This help file is for the Employee interfaces of TimeClockWindow, for use of the Administrative Tools, see the TCW Admin help file.

We have tried to make the help file as complete as we can. This will help you get started. We hope the help file will answer many of your questions, guide using TimeClockWindow and for your future reference needs.

You should quickly become comfortable by following instructions in the Startup Tutor located on our website or on your CD.

We have tried to keep our software simple to use and simple for most computer beginners.



Welcome to TimeClockWindow

Welcome to TimeClockWindow!

We hope you like using TimeClockWindow.

The year 2008 and was the 25th Anniversary for ZPAY Payroll Systems, Inc., We tried to create the best time clock package possible for this milestone. We felt that we have accomplished this and hope that all of you agree. TimeClockWindow had taken several years to complete and we used input from our community of PayWindow users to bring you what you see before you. With input of our TimeClockWindow users over the four years from the first release, in 2013, Version 2.0 of TimeClockWindow was released on our 30th Anniversary of ZPAY Payroll Systems, Inc. We are very proud of this next generation of TimeClockWindow.

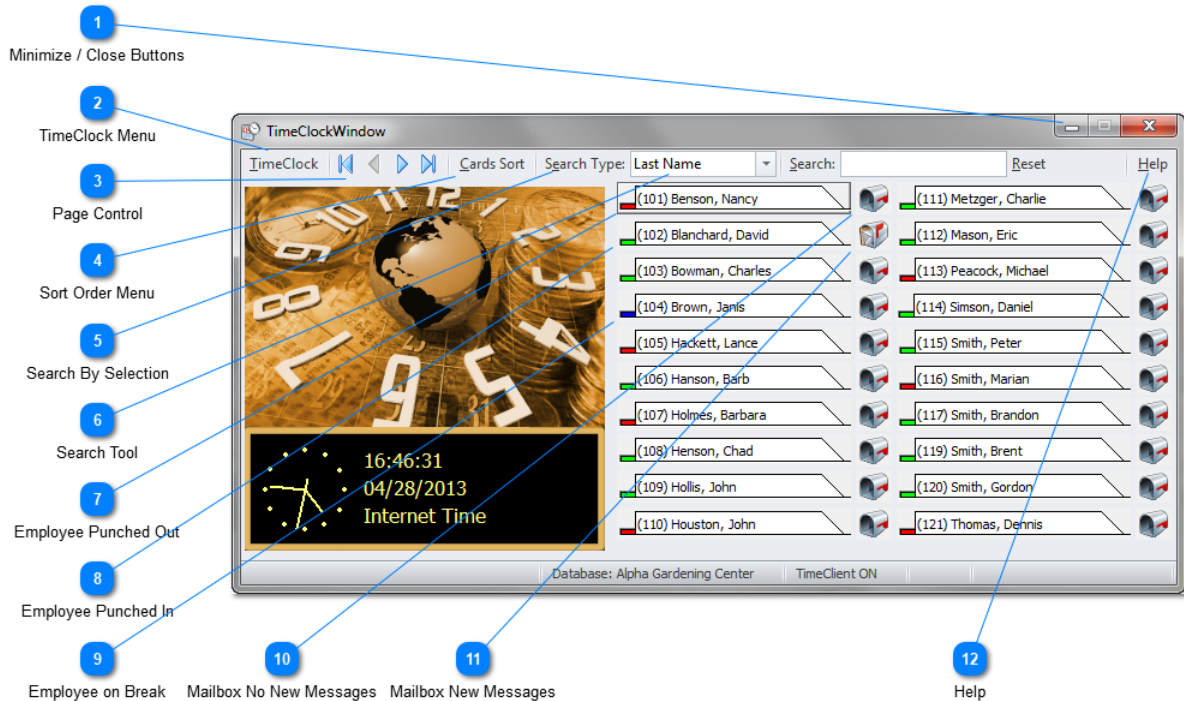
We welcome comments and suggestions on our open forum found on our website at <https://www.zpay.com/vbulletin/>

Again, welcome to TimeClockWindow!

Paul Mayer,
ZPAY Payroll Systems, Inc.
Past President of the Association of Shareware Professionals
Shareware Industry Conference Hall of Fame Inductee 1997
Association of Shareware Professionals Hall of Fame Inductee 2000
Shareware Industry Conference Lifetime Achievement Inductee 2002

TimeClockWindow Client Interface

Getting Started User Interface



Please see the [Tray Icon Subject](#) to learn how to Access TimeClockWindow from your desktop.

The Employee interface is as simple as possible. We've tried to give you the look of a rack of time cards for the employees to select from to punch in or out. TimeClockWindow also has a messaging system where messages can be sent to employees.

Just like a time clock on the wall, the employee would select their time card. To select your time card, simply click on your name.

Note the color "flags" preceding each employee time card. Green denotes the employee is punched in. Red denotes that the employee is punched out. Blue denotes the employee is "Paused", may it be on lunch or break. If the flag on the mail box is up, the employee has a message waiting for them.

If the company is larger than 20 employees, you can click the blue arrow at the top of the screen to navigate through the pages or simply start typing in the last name in the search

TimeClockWindow Client Interface

field to get to the employee to punch in or out. Note that the default search is by last name, you can also search by Employee Code or First Name.

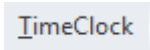
For an Employee to punch in, simply click on your name. That will open the screen in the next topic.

1 Minimize / Close Buttons



The Minimize . Close buttons will minimize the Employee interface and place it into Hibernate mode. See item 2 about Hibernate mode.

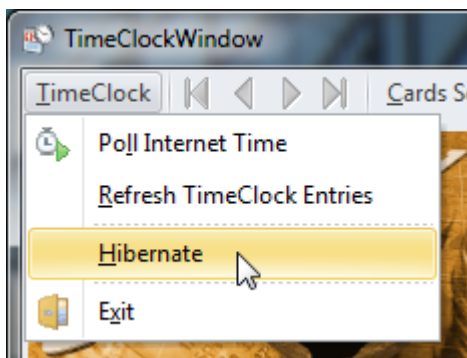
2 TimeClock Menu



The TimeClock Menu selection will open a submenu with four choices. If you are using the Internet Time selection, you can force an update with the Poll Internet Time selection.

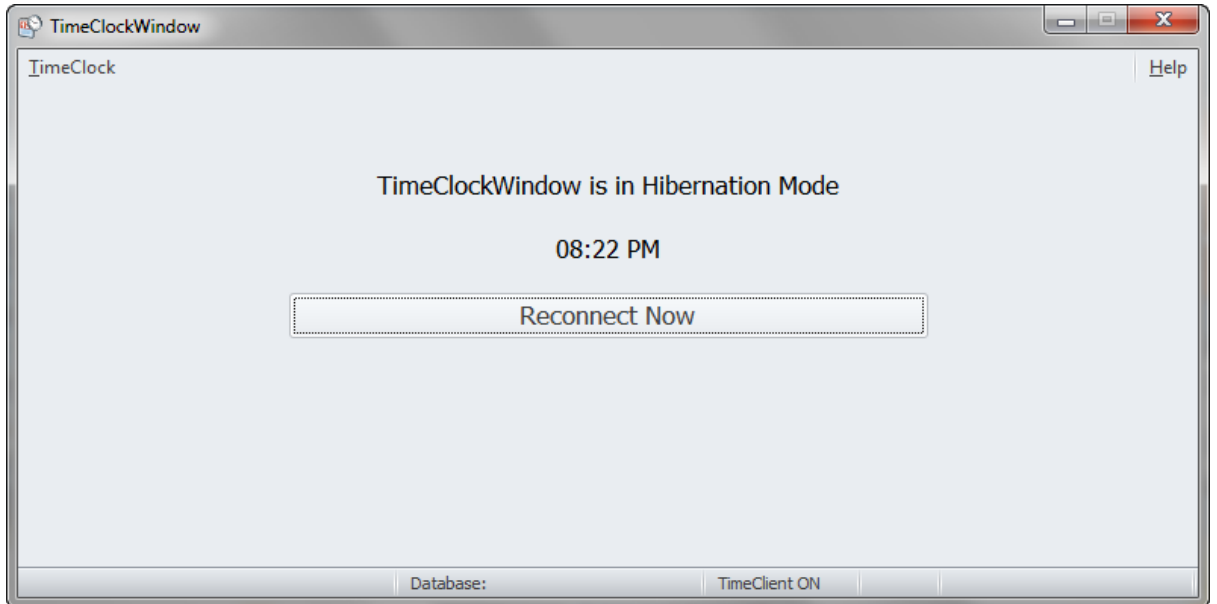
The Refresh TimeClock Entries will refresh the display so you can view who has punched in or out since the last update.

The Hibernate feature is handy as it will let TimeClockWindow go to sleep and not keep testing the time to punch in again. The other is to exit the TimeClockWindow interface. If the Administrator does not have the Administrator password, you will be asked for the Administrator password to be able to close.



When in Hibernate mode the screen will look like seen below. Clicking Reconnect Now will return to the main screen.

TimeClockWindow Client Interface



3

Page Control



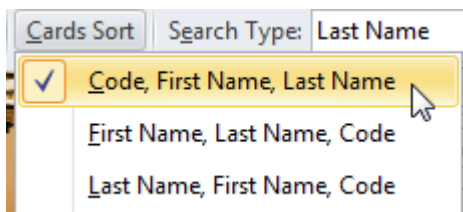
The Page Control is used to move through the pages of employees in large companies. It's quicker to use the search tool above.

4

Sort Order Menu

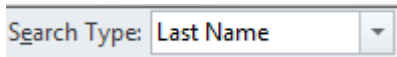
Cards Sort

The Sort selection will open a Sort Order submenu where you can change the way the list of employees is displayed.

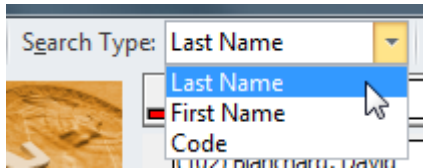


TimeClockWindow Client Interface

5 Search By Selection



The Search By Selection pick list will change the data field to search by. The choices are Last Name, First Name and Employee Code.

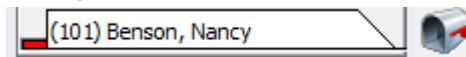


6 Search Tool



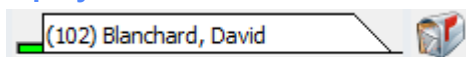
The search tool is for large companies where you cannot see the time cards for all employees. An example is if the search by selection is set to Last Name, simply start typing in the employee's last name and it will selectively appear in the list. The Reset button will reset the search.

7 Employee Punched Out



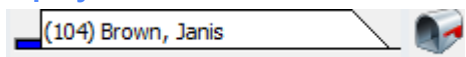
If an employee is Punched Out, the small flag at the left of their name will be colored red.

8 Employee Punched In



If an employee is Punched In, the small flag at the left of their name will be colored green.

9 Employee on Break



If an employee is Punched Out on Break or Lunch, the small flag at the left of their name will be colored blue.

10 Mailbox No New Messages



If there is no new email messages for an employee, the flag on the mailbox will be down.

11 Mailbox New Messages



If there are new email messages for an employee, the flag on the mailbox will be up. Clicking on your mailbox will take you to sign in to view your email.

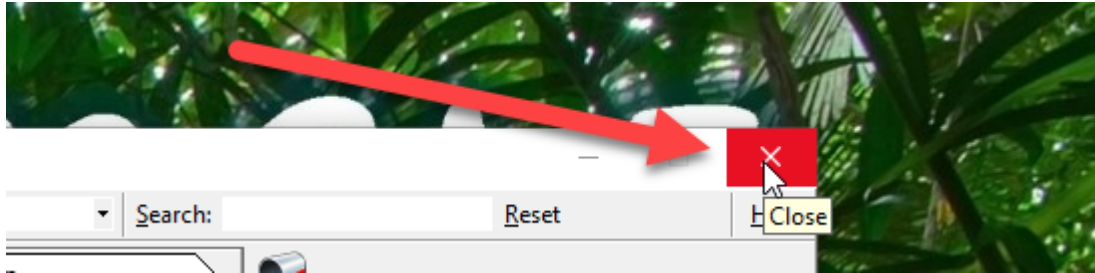
12 Help



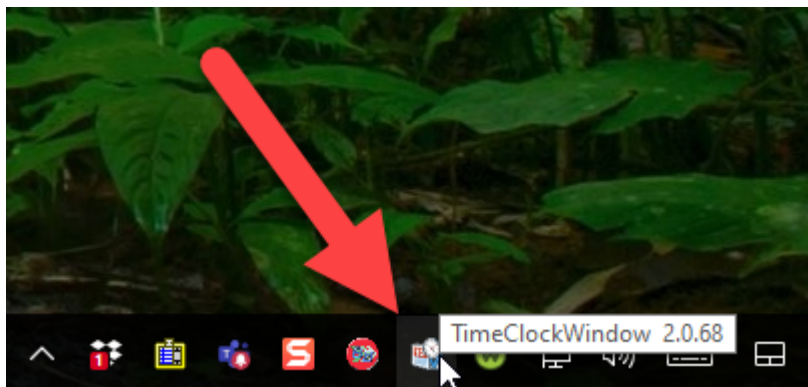
The Help selection opens this help file.

Tray Icon

When TimeClockWindow is started and the employee punches in the first time and then clicks the Close TimeClockWindow it minimizes to the Tray at the bottom right of the screen.

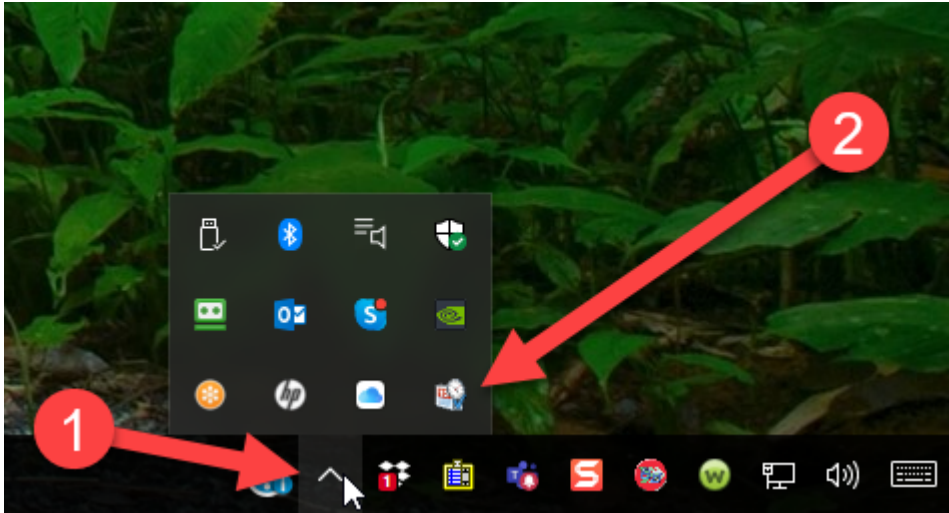


The Tray Icon is where the employees click to open TimeClockWindow to punch in and out with. It should be visible at the bottom right corner of your screen like this:

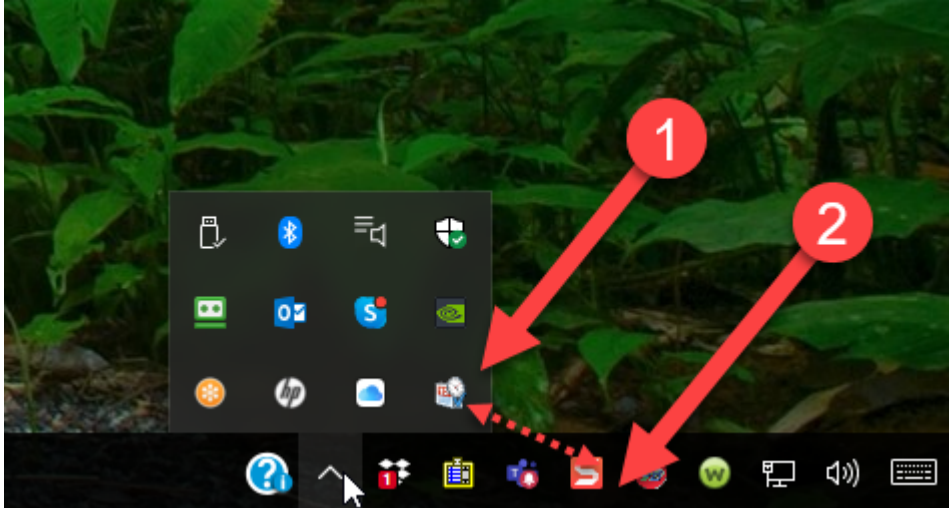


If you do not see the Tray Icon it may be hidden by Windows in the Hidden Window folder. Click the small Up Arrow (1) and it will be seen as you seen below. (2).

TimeClockWindow Client Interface



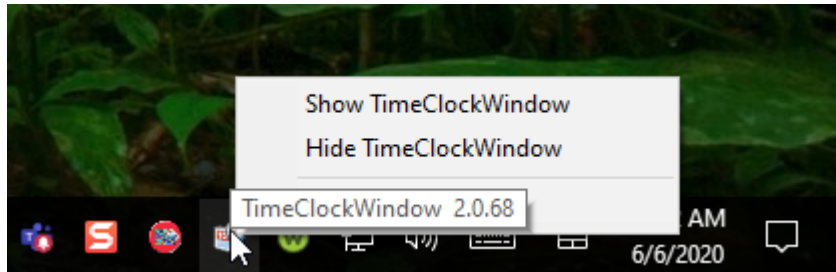
To move it to the Tray to be easily and quickly accesses to open TimeClockWindow to open to punch in our out in the Hidden Icons Folder, click the TimeClock Window Icon (1) and hold the mouse button down and drag it to where you want it and release the mouse button (2)..



Double Clicking on the Tray Icon or Right Clicking the Icon and selecting Show TimeClockWindow will open the program to punch in or out.

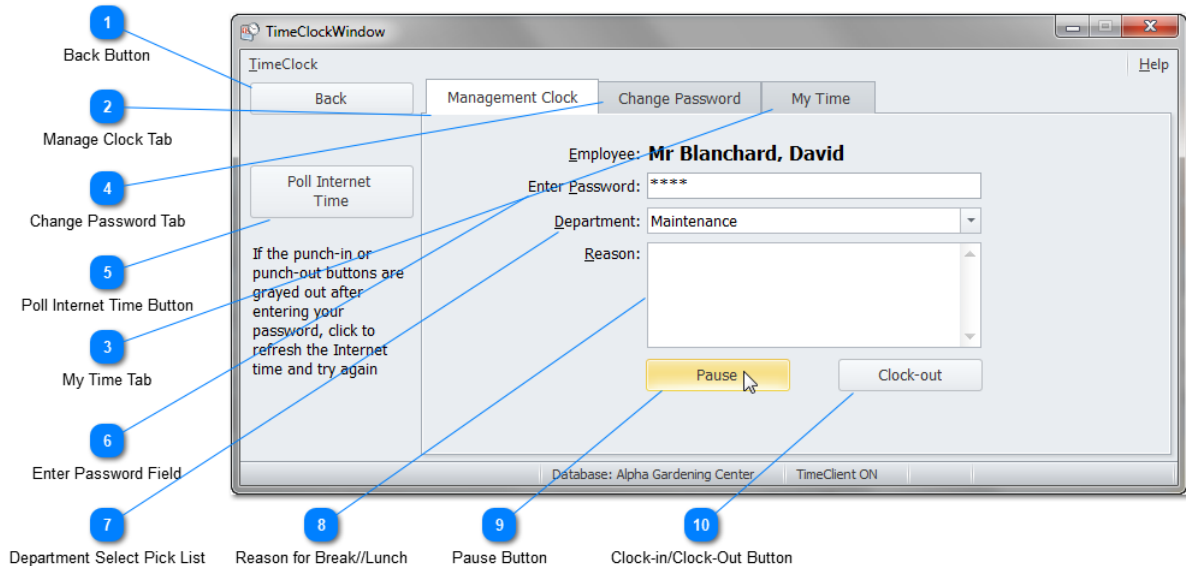
TimeClockWindow Client Interface

TimeClockWindow Client Interface



TimeClockWindow Client Interface

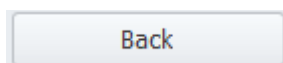
Clock-in/Clock-Out



This is the default page that opened when an employee clicked on their name.

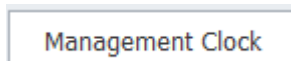
Note, this page defaulted to item 1, Clock-in / Clock-out. The employee would then simply type in their password and press enter. They can select the department if they work in more than one department and add a comment if you would like as well. Pressing the Enter key will then clock the employee in or clicking the Clock-in button will do the same. The main screen will be returned to after that action is performed.

Note that when clocked in, you can Pause / Resume. This is useful for breaks and lunches.



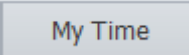
Clicking the Back button will return you to the main window displaying the employees.

2 Manage Clock Tab



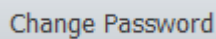
Note that the Clock-in/Clock-out page is automatically selected when the employee clicked on their name.

3 **My Time Tab**

A rectangular button with a light gray background and a thin border, containing the text "My Time" in a dark gray font.

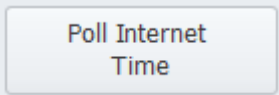
The My TimeClock button will open a page where you can read or create and send messages to and from other employees as well as view your current hours.

4 **Change Password Tab**

A rectangular button with a light gray background and a thin border, containing the text "Change Password" in a dark gray font.

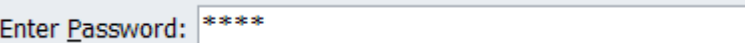
The Change Password button will allow the employee to change their password.

5 **Poll Internet Time Button**

A rectangular button with a light gray background and a thin border, containing the text "Poll Internet Time" in a dark gray font, centered on two lines.

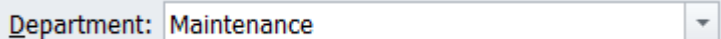
The Poll Internet Time button will allow the employee to refresh the time from the Internet if this option is enabled.

6 **Enter Password Field**

A text input field with a light gray border. To the left of the field is the label "Enter Password:". Inside the field, the text "*****" is displayed, indicating a masked password.

The Enter Password Field is where the employee will enter their password to clock in and out.

7 **Department Select Pick List**

A dropdown menu with a light gray border. To the left of the dropdown is the label "Department:". The dropdown menu is open, showing the selected value "Maintenance" and a small downward-pointing arrow on the right side.

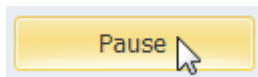
The Department Select Pick List will default to the department that was set as a default for the employee. For companies with multiple department employees, they can select the department they will be working in for the time period they are punching in for.

8 Reason for Break//Lunch

Reason:

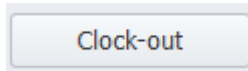
The Reason is used to let the Administrator know where the employee is when they use the Pause Button. Examples are Lunch or Break.

9 Pause Button



The Pause button is used when the employee goes to Lunch or Break. If the employer has set to use Forced Breaks or Lunches, the employee should not use this feature.

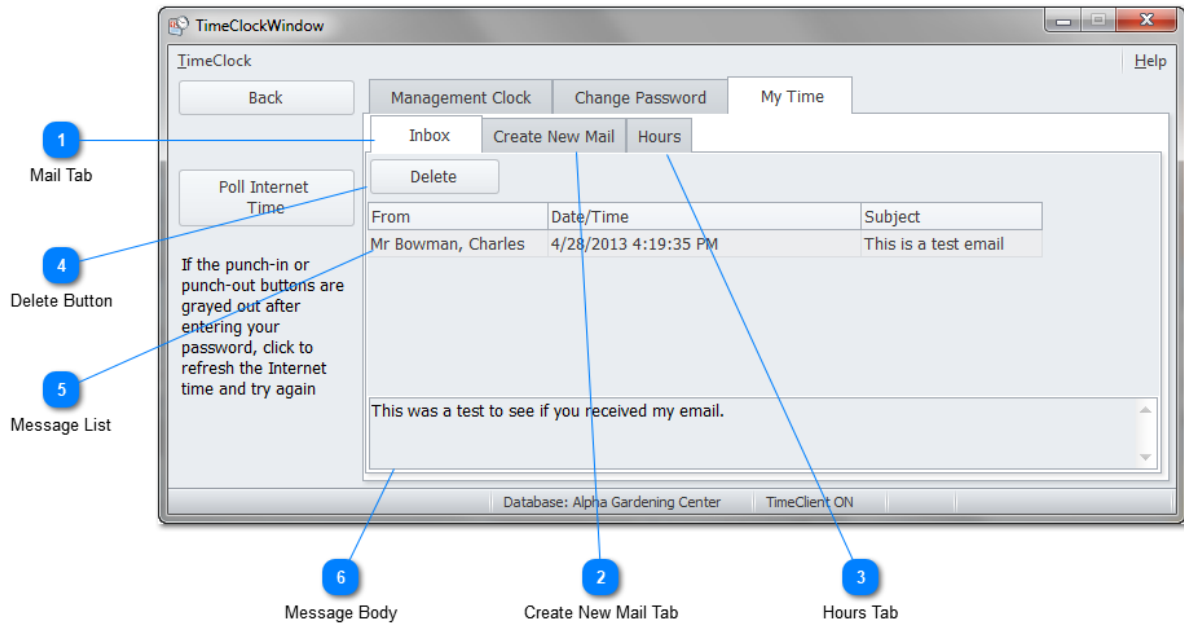
10 Clock-in/Clock-Out Button



The Clock-in/Clock-out button is what the employee clicks to clock in and out. In this example the employee is clocked in and is going on lunch.

TimeClockWindow Client Interface

My TimeClock



My TimeClock is shown above, after they enter the password to get to this page. In this area, the employee can read messages sent to them as you can see above with the example email message. They can create new mail and view their current hours as recorded in TimeClockWindow.

Note: If the administrator has turned off the email option, you will not see these mail features.

1 Mail Tab Inbox

In this image, the Mail tab is selected by default when the page opens. Here the employee can read any email they have received and delete old messages.

2 Create New Mail Tab Create New Mail

TimeClockWindow Client Interface

The Create New Mail tab will open a mail composing page allowing the employee to select who they want to send a message to and compose and send the message.

[Click to open Create New Email page.](#)

3 Hours Tab

A rectangular button with the text "Hours" in a light gray font.

The Hours Tab will open a page where the employee can view the hours recorded in TimeClockWindow.

[Click to open View Hours Worked page.](#)

4 Delete Button

A rectangular button with the text "Delete" in a light gray font.

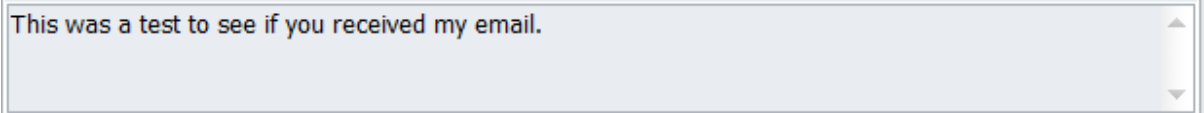
The Delete button will allow the employee to delete a selected email. Simply select an email with the mouse cursor and click on the Delete button.

5 Message List

From	Date/Time	Subject
Mr Bowman, Charles	4/28/2013 4:19:35 PM	This is a test email

The Message List contains a list of messages received. By selecting a given message, the employee can read the message in the area below the list.

6 Message Body

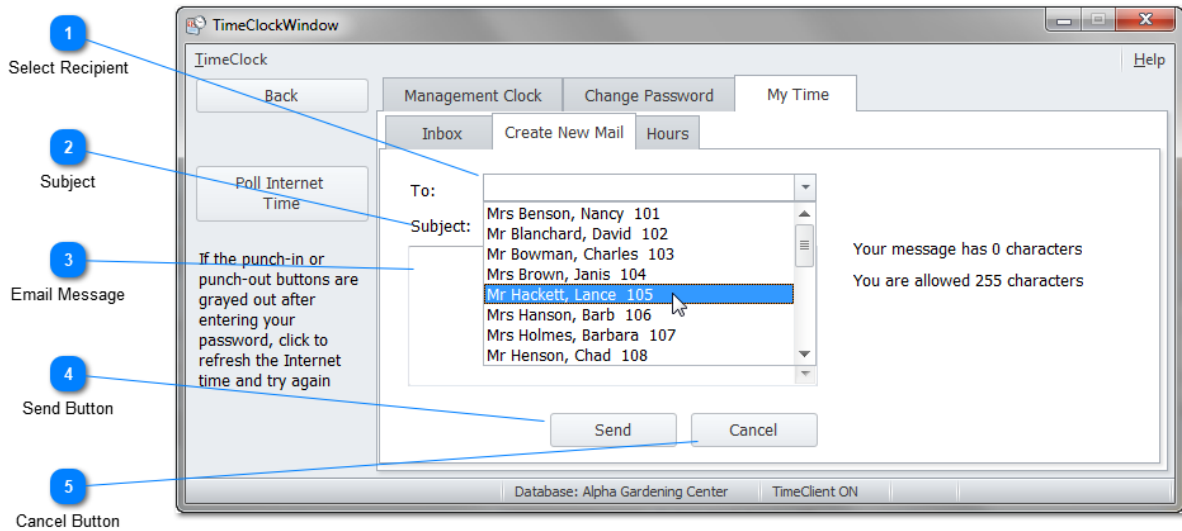
A large rectangular text area with a light gray background and a vertical scrollbar on the right side. The text inside reads: "This was a test to see if you received my email."/>

This was a test to see if you received my email.

The Message Body is where the message can be read.

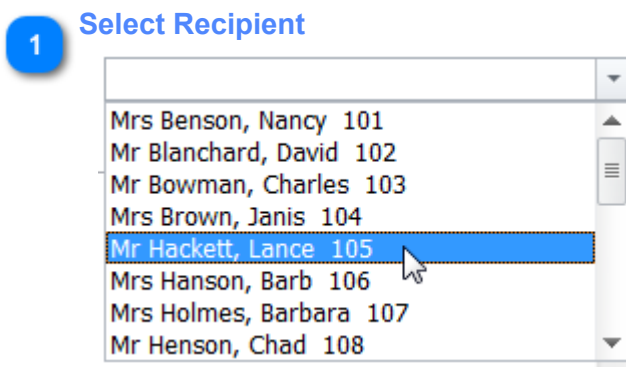
TimeClockWindow Client Interface

Create New Email Tab

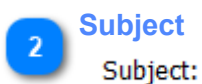


By selecting the “Create New Mail” tab they can create and send email to other employees as seen above.

Note: If the administrator has turned off the email option, you will not see these mail features.



Use the pick list to select a recipient for your email here.



TimeClockWindow Client Interface

Enter a short one line subject or title of the email here.

3 Email Message

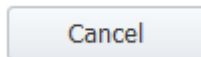
Type in the message body in this area.

4 Send Button



The Send Button will send the message after you've entered in the Subject and Message body.

5 Cancel Button



The Cancel button will cancel a message without sending.

TimeClockWindow Client Interface

View Hours Tab

2 Select List by Date Range

1 List of Time Punches

3 Quick Summary

If the punch-in or punch-out buttons are grayed out after entering your password, click to refresh the Internet time and try again

Date/Time In	Date/Time Out	Time	Reason In	Reason Out
03/25 Mon 08:30:00	03/25 Mon 17:00:00	8h:30m:0s		
03/26 Tue 08:30:00	03/26 Tue 21:00:00	12h:30m:0s		
03/27 Wed 08:30:00	03/27 Wed 17:30:00	9h:0m:0s		
03/28 Thu 08:30:00	03/28 Thu 21:30:00	13h:0m:0s		
03/29 Fri 08:30:00	03/29 Fri 15:00:00	6h:30m:0s		
03/31 Sun 12:00:00	03/31 Sun 15:30:00	3h:30m:0s		

Time in the last 7 days: 40:00:00 From beginning of previous week: 70:30:00
From beginning of the week: 20:00:00 From beginning of the month: 48:30:00

Database: Alpha Gardening Center TimeClient ON

By selecting the Hours tab, the employee can view the hours recorded. They can even select a date range and use the checkbox and Filter button to get a specific range.

1 List of Time Punches

Date/Time In	Date/Time Out	Time	Reason In	Reason Out
03/25 Mon 08:30:00	03/25 Mon 17:00:00	8h:30m:0s		
03/26 Tue 08:30:00	03/26 Tue 21:00:00	12h:30m:0s		
03/27 Wed 08:30:00	03/27 Wed 17:30:00	9h:0m:0s		
03/28 Thu 08:30:00	03/28 Thu 21:30:00	13h:0m:0s		
03/29 Fri 08:30:00	03/29 Fri 15:00:00	6h:30m:0s		
03/31 Sun 12:00:00	03/31 Sun 15:30:00	3h:30m:0s		

This area shows a list of the time punches.

2 Select List by Date Range

Filter 4/8/2013 to 5/8/2013 Filter

You can select a date range by using the filter tool for the list of time stamps to view.

TimeClockWindow Client Interface

3 Quick Summary

Time in the last 7 days: 40:00:00 From beginning of previous week: 70:30:00
 From beginning of the week: 20:00:00 From beginning of the month: 48:30:00

This is a quick summary of the time for standard periods.

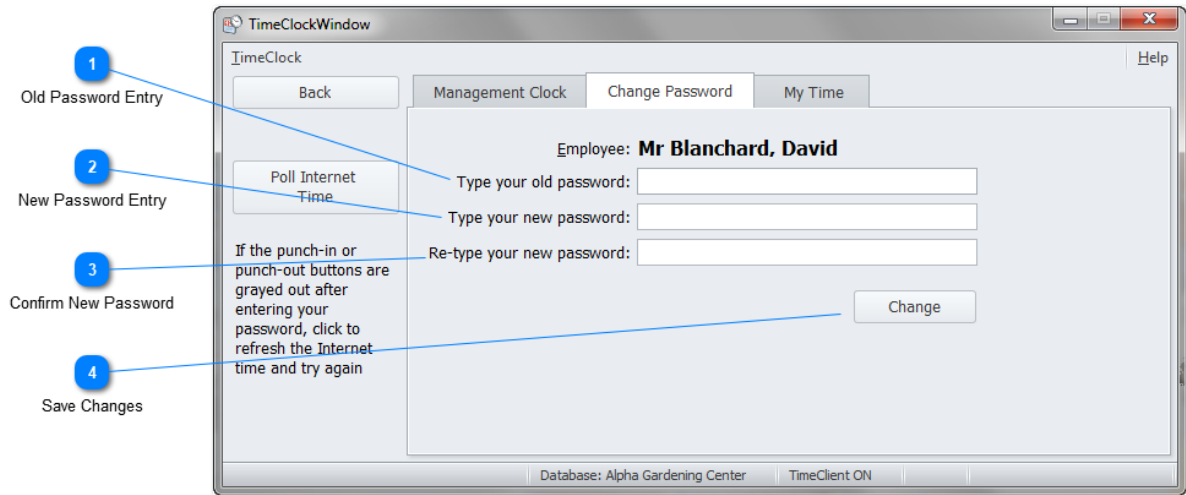
If you select a date range in the filter and click the Filter button to only display that date range, the quick summary will then be replaced and only display the time of the filtered date range as seen below.

The screenshot displays the 'Hours' tab of the TimeClockWindow Client Interface. At the top, there are navigation buttons: 'Inbox', 'Create New Mail', and 'Hours'. Below these, a filter section is active, showing a date range from '7/1/2013' to '7/14/2013' with a 'Filter' button. The main area contains a table with the following data:

Date/Time In ▲	Date/Time Out	Time	Reason In	Reason Out
07/10 Wed 13:56:09	07/10 Wed 17:59:14	4h:3m:5s		
07/11 Thu 08:47:01	07/11 Thu 13:00:50	4h:13m:49s		
07/11 Thu 14:00:05	07/11 Thu 18:00:35	4h:0m:30s		
07/12 Fri 08:06:03	07/12 Fri 12:00:22	3h:54m:19s		
07/12 Fri 13:02:08	07/12 Fri 16:59:03	3h:56m:55s		

Below the table, there is a navigation bar with arrows and a scroll bar. At the bottom, a summary box displays 'Total Selected: 78h:36m:40s'.

Change Password Tab



Item number 3 Change Password will allow an employee to change their password by entering the old and the new password they want to use.

Note: If the Administrator has turned off the option for employees to change their own password, you will not see this feature.

1 **Old Password Entry**

Type your old password:

Type in your existing old password in this entry.

2 **New Password Entry**

Type your new password:

Type in the new password you want to use here.

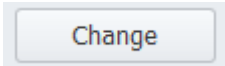
3 **Confirm New Password**

Re-type your new password:

Type in the new password again to confirm it here.



Save Changes



After entering in the old password, the new and confirming the new, click this button to save your changes.

Contacting Us

ZPAY Payroll Systems can be contacted at:

ZPAY Payroll Systems, Inc.
10745 Serenity Lane
Savanna, Illinois, 61074-2916

Email: support@zpay.com

Phone: 1-815-273-2322

Getting Technical Support:

The website address for the support/ bbs forum is:

<https://www.zpay.com/vbulletin>

Getting Technical Support:

The website address for support is:

<https://zpay.com/support.html>

Error Messages

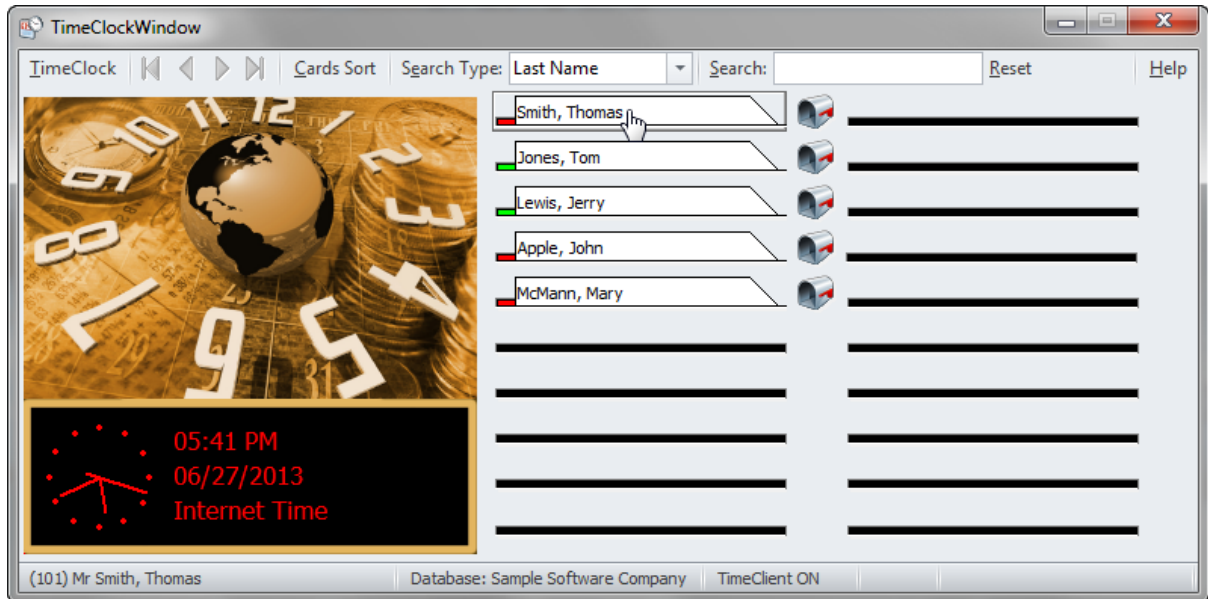
Error Messages

TimeClockWindow can be run on a network with a time clock as shown above on each terminal on the network. If the network should drop connection to the server with the database, an error message will appear on the terminals. The employee seeing this should contact the administrator to rectify the problem, by insuring the server did not shut down.

TimeClockWindow Client Interface

Database Disconnected

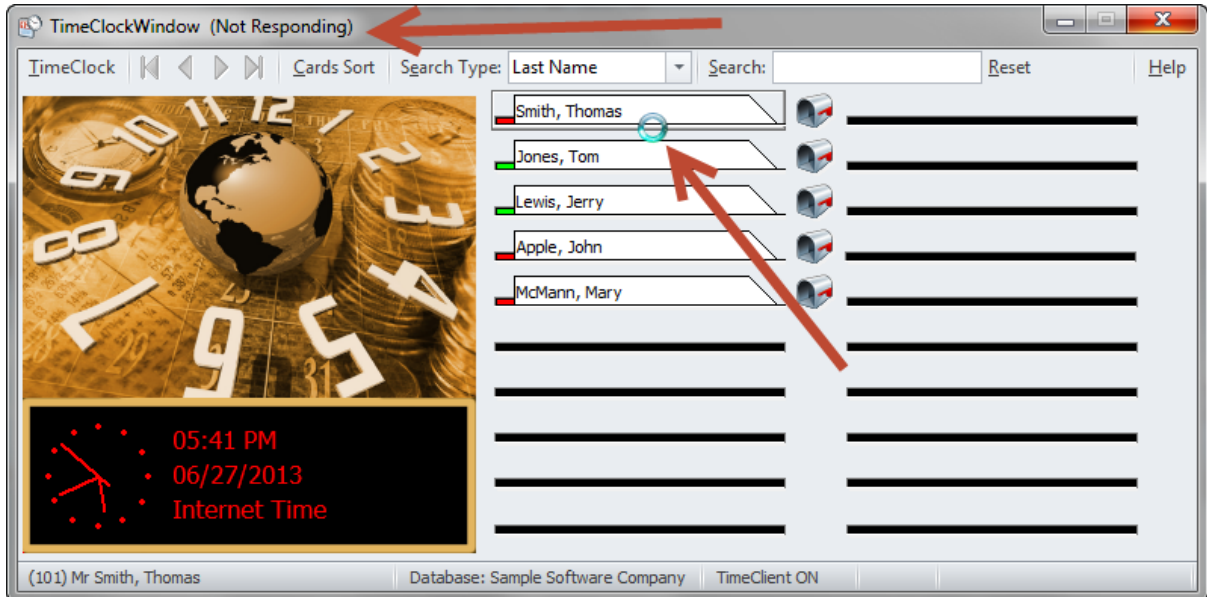
If you go to punch in and when you click on your name and nothing happens, just wait a few minutes...



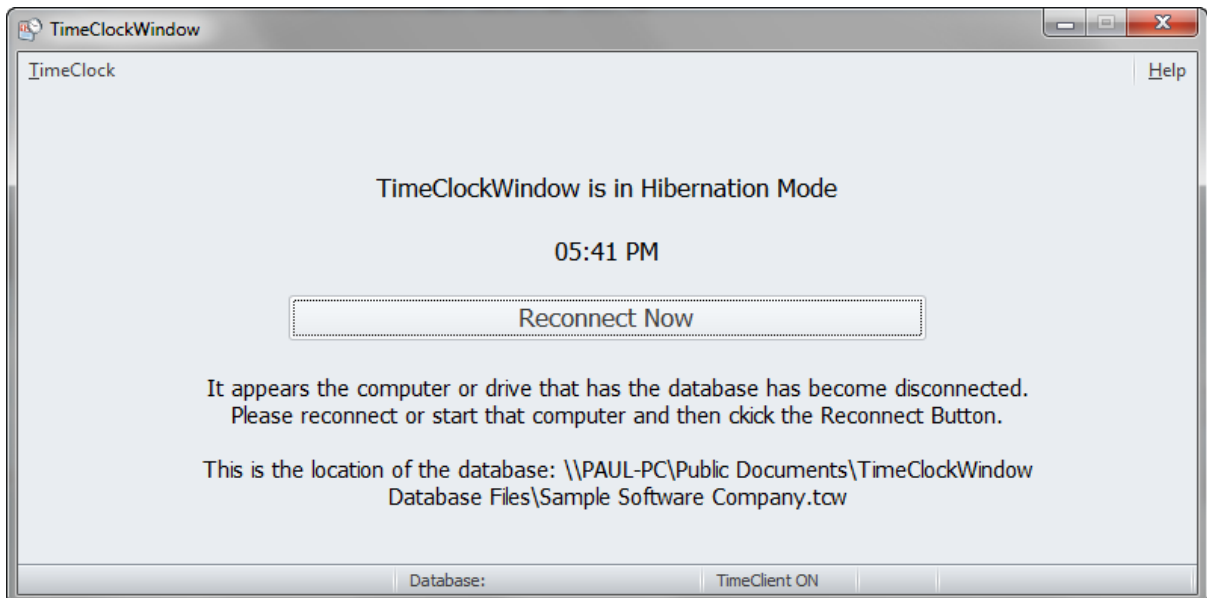
You may see (Not Responding) message like below and the "Wait Cursor" also seen below which displays as the program tries numerous times to open the database.

TimeClockWindow Client Interface

TimeClockWindow Client Interface



If the database cannot be contacted you will see TimeClockWindow go into Hibernate mode with a message as seen below.



This means as it tells you the database connection was lost. Most likely the computer with the database has been turned off, gone into Hibernation or a network problem. You should

TimeClockWindow Client Interface

TimeClockWindow Client Interface

immediately contact a supervisor to reestablish the database connection and then click the Reconnect Now button to punch in our out.

TimeClockWindow Client Interface