

Time Clock Terminal Logon

TIME CARD LOGIN:

In order for the employees to clock in and out it is necessary for the terminal to be logged into the system.

To be able to login you should have a screen similar to:

```
Welcome to the NCR MP-RAS SVR4 UNIX System
The system's name is Any Town.
login: c
```

Figure 1 - Login Screen

At the time clock terminals the user just needs to press the ' key and the terminal login id will be entered.

Next, the system prompts for the password:

```
Welcome to the NCR MP-RAS SVR4 UNIX System
The system's name is Any Town.
login: tc01
Password: c
```

Figure 2 - Password prompt

The user will just press ' key and the password will be entered.



The user MUST turn on the ^a at this time. If this key gets turned off the system usually will NOT recognize the user's responses to questions since we only accept answers with UPPERCASE letters.

WORK LOCATION ENTRY

Next, the system prompts for the terminal's Work Location (Campus/School ID). The user just needs to press the " key and the Work Location will be entered.

The system will display the Work Location description and prompt the user to confirm this is correct:

```
AUG 26, 2003                TIME CLOCK INPUT                TMS120W-20
ENTER DISTRICT NUMBER- [01]  ANY TOWN ISD
ENTER WORK LOCATION- [0001]  ANY TOWN HIGH SCHOOL

ALL OK?(YNC) - [c]
COPYRIGHT 1999 - SYSTEMS DESIGN
```

Figure 3 - Work Location entry.

The user will press **Y** and the Time Clock Input screen displays.

Time Clock Input

The Time Clock input screen displays:

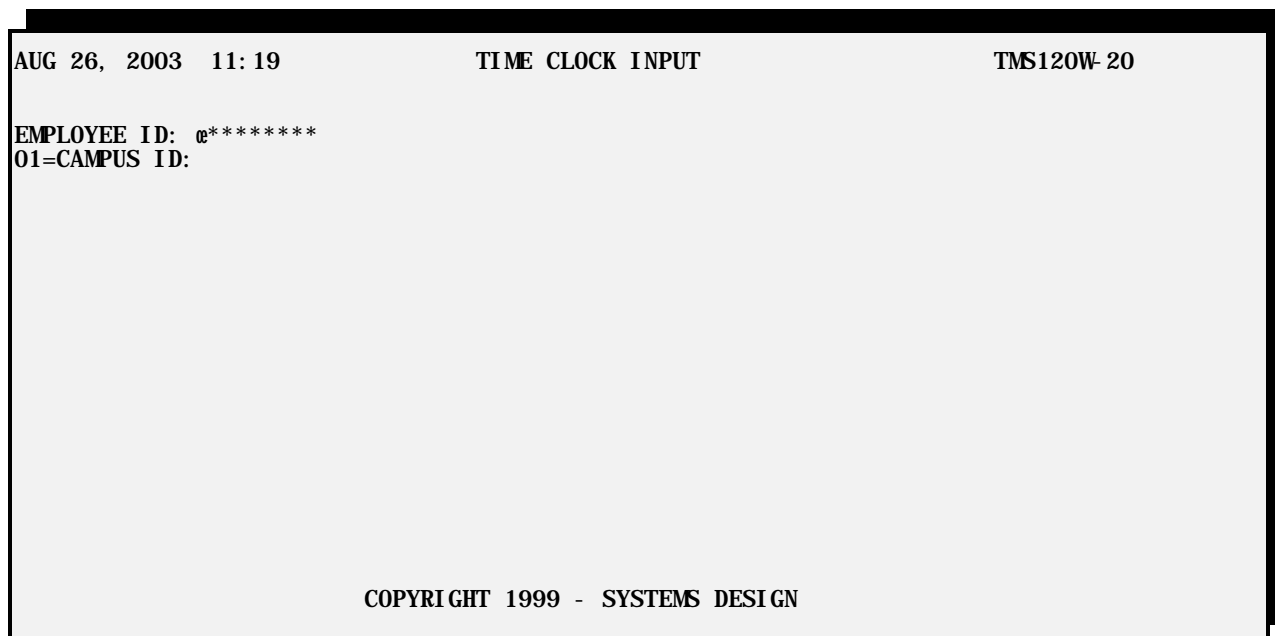


Figure 4 - Time Clock input screen.



This is the screen the employees will see when they come to clock in and out.

CLOCK IN/OUT

The employee will enter their Employee ID and press **↵**.

If the employee enters an invalid number the number will be erased and a message will display:



Figure 5 - Invalid Employee ID.

The employee may then enter their correct employee ID.

When a valid Employee ID is entered, the screen displays the

appropriate CLOCK IN or CLOCK OUT screen:

```
AUG 26, 2003  11:28                TIME CLOCK INPUT                TMS120W-20

EMPLOYEE ID:   999999  BAKER, EMILY
01=CAMPUS ID: 0001    ANY TOWN HIGH SCHOOL
DATE: AUG 26, 2003  TIME: 11:29-AM

                I                CLOCK IN

ALL OK?(YNC) - [e]                COPYRIGHT 1999 - SYSTEMS DESIGN
```

Figure 6 - Time Clock input, Clock-In screen.

ENTRY VERIFICATION

If the In/Out status is correct, the employee will press **Y**.
The entry will be recorded and prepare for the next employee to clock in or out. *Go back to section* CLOCK IN/OUT.

Depending on your evaluation of the employee you may have them proceed in one of two methods which follow:



The information will only be incorrect if the employee failed to CLOCK IN or CLOCK out.

ERROR CORRECTION OPTION 1

If the In/Out status is NOT correct, the employee will press **N** and they will be prompted for a Field Number:

ALL OK?(YNC) - [N]

FIELD- [e]

Figure 7 - Time Clock input, Field Number prompt.

The employee will press **O2** and the cursor will move up to the Clock In/Out status and allow them to enter the appropriate code. E.g. **O** (letter "O") or **I** (letter "I") depending if they are clocking Out or In.

The employee will then be returned to the Field Number prompt where they should press **↵**. They will then be returned to the **ALL OK?(YNC)** prompt. *Go to ENTRY VERIFICATION section.*



It is important that the employee go notify their supervisor of the situation who can make the appropriate entries.

ERROR CORRECTION OPTION 2



If the employee failed to clock in or out, they should go ahead and press **Y** to accept the entry so the proper time is recorded. They need to notify their supervisor promptly so the appropriate corrections can be made.

Time Clock Access from EDP



If an employee already has access to the EDP system, they can access the Systems Design Time Clock II from their terminal.

From the Main Menu enter **OT** → for Other Student Services.

```
AUG 26, 2003          ANY TOWN I. S. D.          CRT99 (XX=33)  MEN301--31
                    M A S T E R   M E N U
PM = PEIMS           DG = DEMOGRAPHICS/GEN STUDENT SERV
CD = CED ADMINISTRATIVE SCHOOL  DA = STUDENT ATTENDANCE
IV = WAREHOUSE INVENTORY  SS = STUDENT SCHEDULING
TR = TRANSPORTATION      GR = GRADE REPORTING/ACADEMIC HIST.
                          BR = STUDENT BUS ROUTING
PE = PERSONNEL
SM = SYSTEM MAINTENANCE
BD = BUDGETARY         CS = C. O. L. D. STORAGE SYSTEM
AP = ACCOUNTS PAYABLE  OT = OTHER STUDENT SERVICES 3 3 3 3
PA = PAYROLL           MA = MISCELLANEOUS APPLICATIONS
OF = OTHER FINANCIAL SERVICES  EN = ENQUERY
TX = PROPERTY TAX
                    99 = TERMINATE MASTER MENU
                    ZZ = CLEAR AND LOCK TERMINAL
ENTER MENU OPTION- [0]
E D P  ENTERPRISES, INC.
```

Figure 8 - OT (Other Student Services) access from EDP.

From the Other Student Services menu enter **15** → for SYSTEMS DESIGN FS2000.

```
AUG 26, 2003          ANY TOWN I. S. D.          CRT99 (XX=33)  MEN301-- 31
                    OTHER STUDENT SERVICES SYSTEMS

01 = HEALTH AND IMMUNIZATION
02 = STUDENT DISCIPLINE           14 = SUMMER SCHOOL
03 = FOOD SERVICE/LUNCH APPLICATION 15 = SYSTEMS DESIGN FS2000 3 3 3 3
04 = SPECIAL EDUCATION

06 = STUDENT ASSESSMENT PROFILE

                                99 = RETURN TO PREVIOUS MENU
                                ZZ = CLEAR AND LOCK TERMINAL
ENTER MENU OPTION- [0]

E D P ENTERPRISES, INC.
```

Figure 9 - Other Student Services menu

After selecting the Systems Design FS2000 option, you will be prompted for your Systems Design password.

```
AUG 26, 2003          ANY TOWN ISD - FS2000          CRT99 (XX=33)  MEN301-- 31

                    *** WARNING ***
                    RESTRICTED DATABASE
                    UNAUTHORIZED USE ILLEGAL
                    PLEASE LOG OFF IF NOT AUTHORIZED TO ACCESS
                    *** WARNING ***

                                ENTER PASSWORD 0

E D P ENTERPRISES, INC.
```

Figure 10 - Systems Design Password entry

Enter your four character password.



Backspace (↵) and Enter (↵) do not work on this password. Once you have entered four characters if it does not match a system password the **WHAT?** message displays. This indicates the system is prepared to accept re-entry of your password. (As soon as you type a character, the **WHAT?** message will disappear.) Three failures will exit you from this system.

(Instructor's note) When I realize I made a mistake in typing, I will hit **X** until the **WHAT?** message appears and then re-enter my password.

After entry of your password, the system prompts for your initials:

```
AUG 26, 2003          ANY TOWN ISD - FS2000          CRT99 (XX=33)  MEN301 - - 31

*** WARNING ***
RESTRICTED DATABASE
UNAUTHORIZED USE ILLEGAL
PLEASE LOG OFF IF NOT AUTHORIZED TO ACCESS
*** WARNING ***

ENTER PASSWORD

ENTER TERMINAL OPERATOR INITIALS - [e ]

E D P ENTERPRISES, INC.
```

Figure 11 - Systems Design Operator Initials entry

After entry of your initials, you will be asked if they are correct. Enter **Y** if they are correct or enter **N** if you want to retype them.

The Systems Design Master Menu displays:

```

AUG 26, 2003          ANY TOWN ISD - FS2000          CRT99 (XX=33)  MEN301--31
                    M A S T E R   M E N U
FS = FOOD SERVICES SYSTEM          LA = LUNCH APPLICATION MENU
    INVENTORY SYSTEM
TM = TIME CARD SYSTEM 3 3 3 3
SM = SYSTEM MAINTENANCE          E-MAIL MENU

                    99 = TERMINATE MASTER MENU
ENTER MENU OPTION- [e    ]

E D P  ENTERPRISES, INC.

```

Figure 12 - Systems Design Master Menu

Enter **TM** → for **TIME CARD SYSTEM**.

The Time Card System Menu displays:

```

AUG 26, 2003          ANY TOWN ISD - FS2000          CRT99 (XX=33)  MEN301--31
                    T I M E   C A R D   S Y S T E M   M E N U
01 = TIME CARD MAINTENANCE MENU
02 = TIME CARD INPUT 3 3 3 3
03 = EMPLOYEE TIME CARD INQUIRY
04 = TIME CARD REPORTS MENU
05 = MILEAGE OPTIONS

                    99 = RETURN TO PREVIOUS MENU
ENTER MENU OPTION- [e    ]

E D P  ENTERPRISES, INC.

```

Figure 13 - Systems Design Time Card System Menu

Enter **O2** → for **TIME CARD INPUT**. Go back to section WORK LOCATION ENTRY.