

Amano TimeGuardian Time & Attendance Software

System Features:

- Supports up to **250 Employees**
- **Weekly, Bi-Weekly, Semi-Monthly, and Monthly** Pay Periods
- Software wizard guides user through **Easy Installation**
- Optional **Overtime Authorization** capability
- Automatic **Data Polling** and time synchronization
- **Lithium Battery** protects clock's memory if the power is out
- Optional **Automatic Lunch Deductions**
- Custom rounding rules can be applied to **Daily Total, Individual Punches, and In/Out Times**
- **Password Security** for login protects sensitive employee data
- Supports Multiple Languages (*French, Spanish, Puerto Rican Spanish, Mexican Spanish, and Dominican Spanish*)
- Eliminates **Buddy Punching and time fraud**
- Verifies **Employee Identity** in less than one second.
- **Archive Data:** archive, retrieve, restore or review employee records
- **Export Data** to QuickBooks, ADP, CBS, Gevity HR, PayChex, PayChex Paylink, Peach Tree, PowerPay, or Generic ASCII File

Available Reports:

- **Employee Time Card:** shows daily IN/OUT punches and total hours in regular, overtime, and other categories.
- **Hours Summary:** lists employee's daily and pay period hours in regular, overtime, and other categories.
- **Departments Report:** provides data based on the Department that the employee is assigned to.
- **Presence Report:** shows those employees who are currently punched IN on the terminal.
- **Audit Trail Report:** monitors who made what changes, at what time, to whom - company wide.
- **Exceptions Report:** lists employee exceptions from daily schedules.
- **Historical Report:** shows attendance records for a selected period of time.



Complete Package Includes:

- Hand Punch 3000 Data Collection Terminal
- Time Guardian 250 Employee Software
- 50' Communications Cable (RS-232)
- 120V AC Power Adaptor
- Quick Install Reference Guide
- 30-Days of Free Phone Support
- 1-Year Hardware Warranty

MINIMUM SYSTEM REQUIREMENTS:

- IBM PC Compatible computer
- 133 or higher processor
- Minimum 32MB of RAM
- Windows 9x/ME/NT/2000/XP/Vista 32 OS
- 100 MB available hard disk space
- CD ROM Drive
- Ability to print (local/network printer)