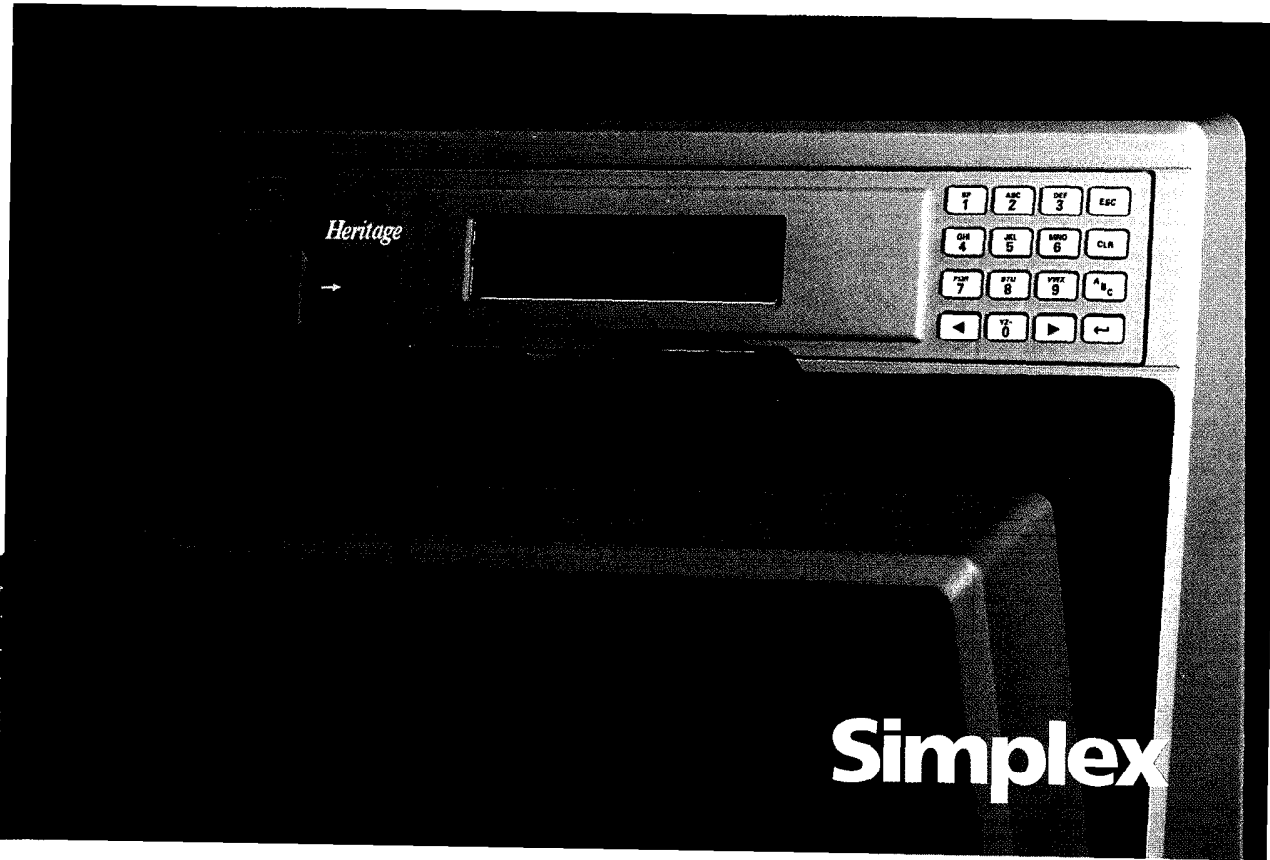



Heritage™


*Installation, Operating,
And Programming Instructions*



HER-21-001 (574-351)
Ed 1 96



	<p style="text-align: center;">CAUTION ELECTRICAL HAZARD</p> <p>Disconnect electrical power when making any internal adjustments or repairs. Installation and servicing should be performed by qualified Simplex Representatives.</p>
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	<p style="text-align: center;">WARNING</p> <p>This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.</p>
---	---

<p>IMPORTANT</p> <p>Upon unpacking Heritage, inspect the contents of the carton for shipping damage. If damage is apparent, immediately file a claim with the carrier and notify Simplex. DO NOT INSTALL A Heritage THAT APPEARS DAMAGED.</p>

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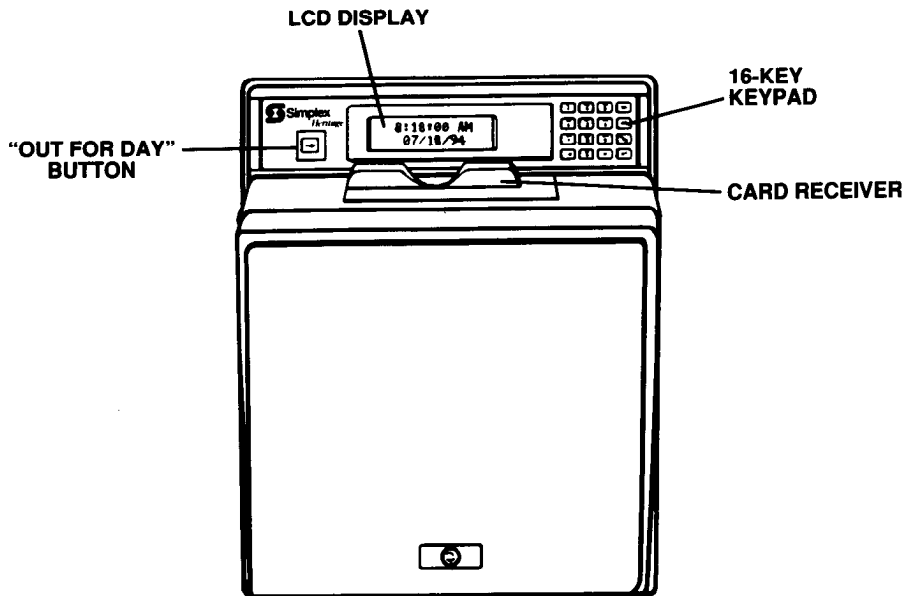


Figure 1

GENERAL

This publication and the accompanying programming charts provide all of the information needed to install, program, and operate Heritage. It is suggested that, after installing Heritage in accordance with the instructions found on the pages 3 through 9 of this publication, you proceed as follows:

1. Read the remainder of this publication carefully.

Note: Most procedures start with a general statement that defines the parameters you will be entering, editing or deleting.

2. In the company of a payroll supervisor, review the parameters of Heritage and fill out the programming charts.
 - Fill out the Pay Group Data Gathering Form prior to filling out the Pay Group Chart.
3. Using information found in this publication and the appropriate programming charts, enter schedules into Heritage.
 - Be sure to review pages 13 and 14 prior to entering schedules or employees into Heritage.

Heritage Description

Heritage is a stand-alone, microprocessor-based time processing system which automatically prints and totals the time worked by up to 200 employees. Heritage can, among other things, be programmed to accommodate holidays, automatic daylight saving time changes, and various kinds of overtime.

Employees who are registered in Heritage “punch” by inserting a bar-coded time card into the machine’s card receiver. As the card enters Heritage, an optical scanner reads the bar code to determine the employee’s identity.

Upon identifying the employee, Heritage searches its memory for data pertinent to that employee, and uses that data to determine the payroll rules the employee is subject to (pay group, punch restrictions, overtime pay, etc.). Heritage then processes the card accordingly, and updates its memory to reflect the employee’s latest punch.

(See Figure 1) Heritage features:

- A 1” x 4”, 2-line, 32-character LCD display (allows the time to be easily read and makes programming easy).
- A 16-key keypad (allows the operator to perform all programming, editing, and reporting functions at the unit’s location).
- Battery-backed RAM (protects information in the database of Heritage for at least six months).
- Optional signal control (ensures that employees start and stop work on time by ringing a bell or sounding a horn at scheduled times).
- Optional master clock operation (ensures synchronized timekeeping throughout the facility).
- Management reports (provide company or department-wide records of employee time accumulations, the presence or absence of employees, etc.).
- Automatic Card Preparation (allows all employee cards to be initialized, one after the other, simply by initially pressing a few keys and then punching blank cards upside down when prompted).

Simplex Heritage II Employee Time Report
 369852147 BLACK, JONAS PRINT. 06/27/94 - 07/03/94

	IN	OUT	IN	OUT	IN	OUT	T1	T2
FR	R 7:27	R11:34	P12:26	P 4:35			8:00	44:15
TH	R 7:30	R11:30	P12:30	P 4:33			8:00	36:15
WE	R 7:30	R11:30	P12:30	P 5:30			9:00	28:15
TU	R 7:30	R11:30	P12:30	P 4:32	P 4:47	P 5:20	8:45	19:15
MO	R 6:30	R 9:19	R 9:25	R11:45	P12:14	P 1:20		
	P 1:27	P 3:06	P 3:21	P 5:01	P 7:17	P 8:03 +	10:30	18:30
R=40:00		OT1=4:15		OT2=0:00		PT1=0:00		T=44:15

1850-820 © SIMPLEX TIME RECORDER CO., GARDNER, MA 1-800-476-6208

Figure 2

- (See Figure 2) Bar-coded time cards (each card provides a hard-copy record of a specific employee's In and Out times, as well as the employee's daily and pay period accumulations of various categories of time).

Depending on Heritage programming, a card can accommodate weekly, 2-weekly, half-monthly, 4-weekly, and monthly pay periods.

Weekly cards can accommodate up to 12 punches per day; other cards can accommodate up to 6 punches per day. Additional punches, while not printed, are stored in punch memory.

Heritage indicates the presence of additional punches by printing a "+" immediately behind the last printed punch for the day (see Monday's 8:03 PM punch).

An overscored punch indicates the punch has been edited (see Tuesday's 12:30 PM punch).

(See Figure 1) Pressing the Out-for-day button prior to punching Heritage results in the printing of daily totals in columns T1 and T2.

The pay period totals area can accommodate up to five totals.

- Default (Quick-Start) program in place which allows for the processing of employee punches immediately after: (a) Heritage has been set to the current date and time; (b) employee I.D. numbers have been entered into Heritage; and (c) time cards have been generated (initialized) for all employees.

HOW TO INSTALL Heritage

1. Use the case key (found in the shipping packet) to unlock Heritage. Then remove its cover as shown (Figure 3).

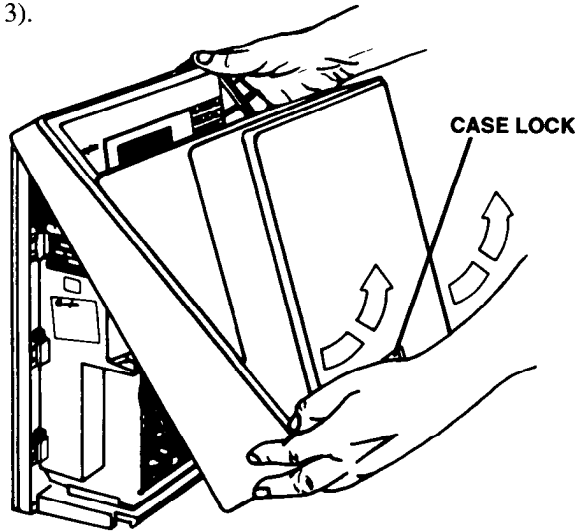


Figure 3

- Using a Torx wrench and a T-15 Torx bit, remove (but do not discard) screw A (Figure 4). Then, while exerting downward pressure on the back plate, lift the chassis from the back plate.

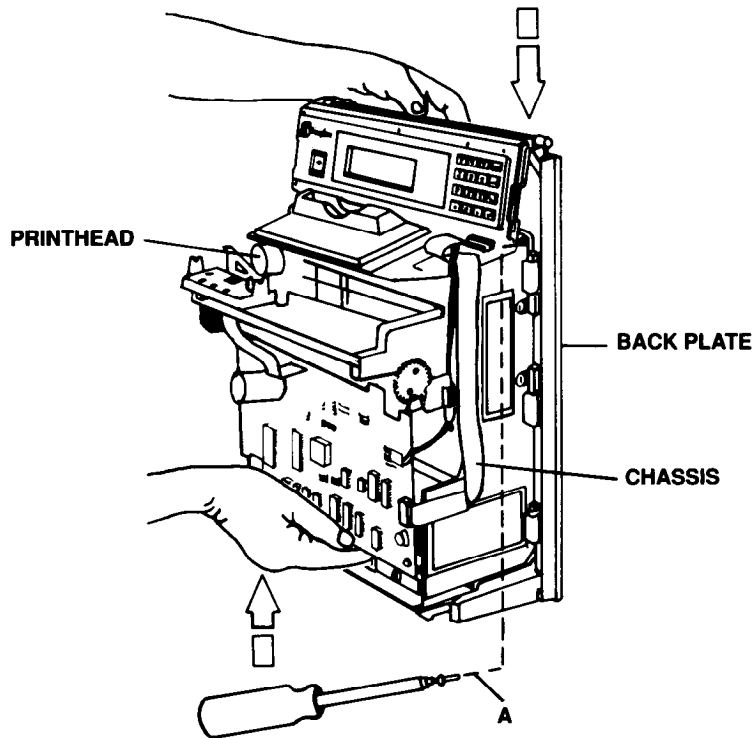


Figure 4

- Using appropriate fasteners, mount the back plate on a wall.
 - If Heritage is to be powered from a wall outlet, mount the back plate within 6 ft. (1.9 meters) of the outlet.
 - Simplex recommends a 32 to 34 in. (81.3 to 83.7 cm.) distance from the bottom of the back plate to the floor.

IMPORTANT: A Heritage that controls signals or other clocks, or that connects to a master time center, must be wired in conformity with all applicable electrical codes.

- If hard-wired, the power wires may not share conduit with signal, clock system, or secondary clock wiring.
- Whether plugged into an outlet or hard-wired, the power wires must go through the ferrite sleeve *twice* (Figure 5).

Note: The "USA" knockouts accommodate 1 in. conduit; the "METRIC" knockouts accommodate 25 mm conduit.

- To remove a knockout, hit the knockout sharply with a hammer.

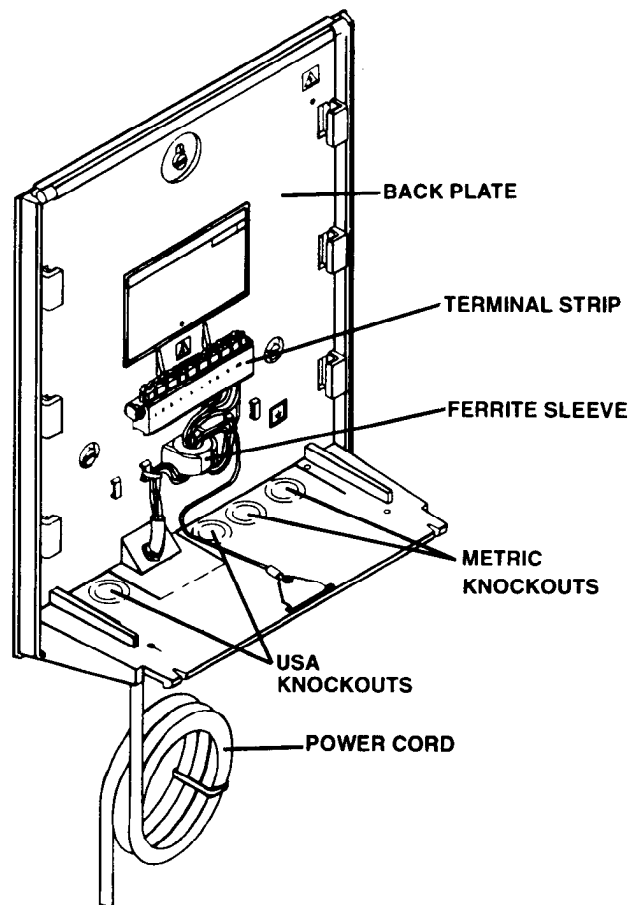


Figure 5

4. (If applicable) Connect the master time center, signal(s) or secondary clock(s) to the terminal strip (see page 6).

Note: Heritage cannot ring bells or control secondary clocks unless it includes the relay option (shipped separately).

- Instructions for installing the relay option accompany the relay.
5. (If applicable) Connect the master time center to the back plate (see page 7).
 6. Hang the chassis on the back plate and secure it in place with screw A (see Figure 4 again).

7. (If applicable) Install the power reserve option (shipped separately).
 - Battery installation instructions accompany the battery.
8. Apply power to Heritage.
9. Install the ribbon cassette (see page 8).

HOW TO WIRE Heritage FOR SIGNAL OR CLOCK CONTROL (Figure 6 or 7)

IMPORTANT: Improper signal circuit suppression can cause a Heritage to lose time and/or its program. Therefore, when installing a signal-sounding Heritage:

1. Check to see that the 0 ohm resistor (the black banded resistor found near the "Relay Option" relay) is properly positioned.
 - Position 32 for one signaling device; position 34 for more than one signaling device.
2. Wire the back plate's terminal strip as shown below.

If Using Line Power

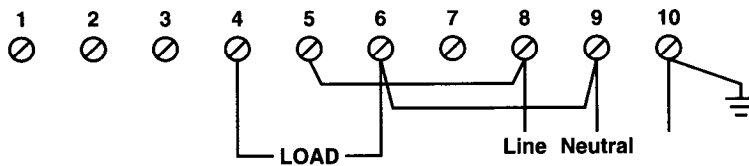


Figure 6

If Using an External Power Source

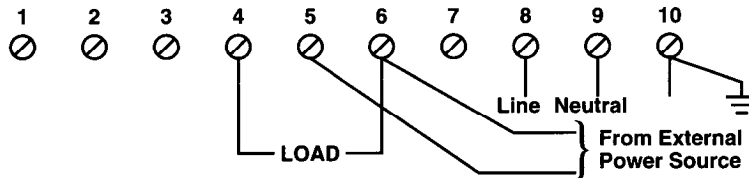


Figure 7

Note: Load = secondary clock(s) or signal(s).

HOW TO WIRE Heritage TO OPERATE FROM A MASTER CLOCK

Connect clock system wiring to back plate terminals 1 and 2 as follows:

If clock system type is:	Terminal 1	Terminal 2
BCD or Extended BCD	+	-
12 or 24-Hr Sync-Wired	AS (see note 1)	CS
58 or 59-Minute Impulse (duplex)	AB	PC
58 or 59-Minute Impulse (3-wire)	B	C
30 or 60-Second Reverse Polarity	+ (see note 2)	-

Note 1: Applies in both of the following cases:

1. Heritage is to function as a master time center for 24-Hour synch-wired secondary clocks.
2. For timekeeping purposes, Heritage is to function as a 24-Hour synch-wired secondary clock.

Note 2: If, after Heritage has been set to time, you find that it runs 30 or 60 seconds ahead or behind the master clock:

1. Remove Heritage from its back plate.
 2. Reverse the wires on terminals 1 and 2.
 3. Set Heritage to time again.
-

HOW TO CHANGE/INSTALL THE RIBBON CASSETTE (Figure 8)

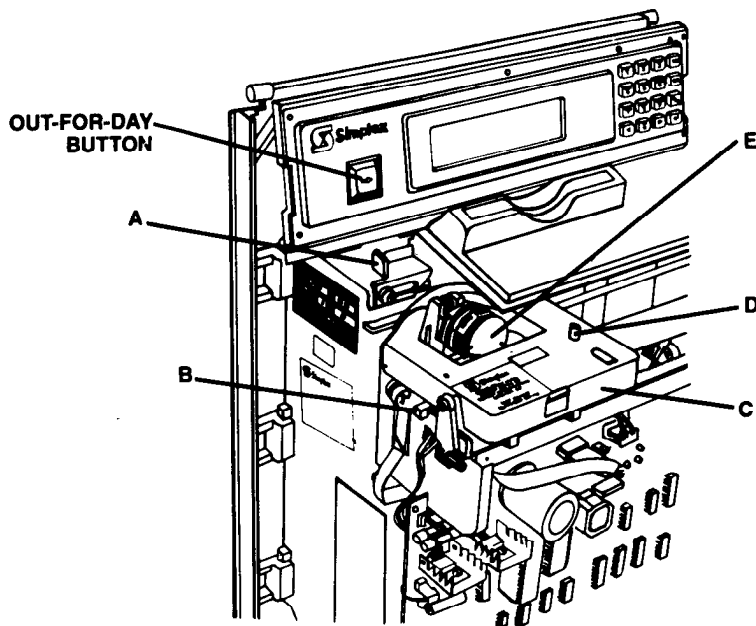


Figure 8

To Remove

1. Slide latch A to the left as far as possible.
 - As the latch slides to the left, the card receiver's left end lifts away from the ribbon cassette.
2. Slide latch B to the right as far as possible.
 - The latch will extend from the right side of the ribbon shelf approximately 3/4 in. (1.9 cm).
3. Pop both sides of ribbon cassette C straight up. Then carefully, so as not to displace the card receiver, remove the cassette.

To Install

1. (Applies only if you are installing the ribbon in a new Heritage, rather than replacing the ribbon in an in-use machine) Perform steps 1 and 2 above.
 2. Turn takeup spool D in the direction of the raised arrow two full turns. Then slide the nose of the cassette over printhead E.
-

3. Snap *both* sides of the cassette onto the ribbon shelf. Then slide latch A to the right as far as possible.

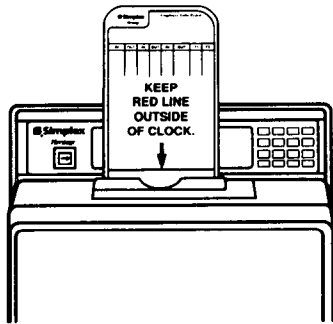
Note: Latch B will automatically return to its normal position.

HOW TO PUNCH IN AND OUT

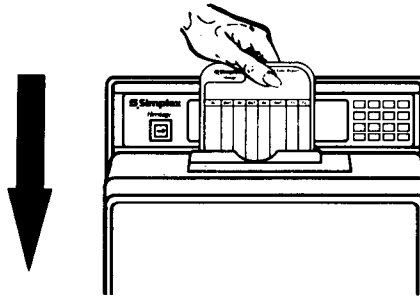
Note: When punching Out for Day, momentarily press the Out-for-Day button (see Figure 8, facing page) before inserting the time card.

As instructed below, insert your time card into the card receiver.

1. **ALIGN TIMECARD.**



2. **PUSH DOWN** (with a smooth, continuous motion).



3. **WAIT FOR PRINTING TO STOP** (indicated by a beep).

THE DEFAULT (QUICK-START) PROGRAM









If your company's work rules and pay policies can be met by (a) pay periods which start at midnight every Monday, and (b) minute-to-minute elapsed time calculations (no punch rounding), you can take advantage of the "Quick-Start" program already present in your Heritage.

Quick-start allows your employees to punch In and Out immediately after you've set your Heritage to time, entered into the unit your employees' I.D. numbers and names, and initialized cards for all of your employees.












*Note: If you want pay periods to start on a day other than Monday, see **To Change the Quick-Start Program's Start Date** (page 11); if you want punch times rounded for calculation purposes, see **To Round Employee Punches in the Quick-Start Program** (page 12).*

How to Quick-Start Heritage









To Set the Current Date and Time

1. Press     . Then press  twice.
2. Press keys representing the current date (MMDDYY)  .
3. Press keys representing the current time (HHMMSS)  .
4. Repeatedly press  until Heritage returns to its normal state (displays the current time and date).





To Enter an Employee

1. Press     .
2. Press  three times. Then press  twice.
3. Press keys representing employee's number. Then press  twice.
4. Press keys representing employee's name. Then press  .
 - See Keypad Operations on page 15 for instructions on generating letters, spaces, etc.
5. Press   .
6. Either (a) repeat steps 3 through 5 to enter another employee or (b) repeatedly press  until Heritage returns to its normal state.











To Batch Initialize Cards

1. Press     .
2. Press  twice. Then press  (display reads "REPORTS <INIT CARD>").
3. Press  (display reads "PAY PERIOD <CURRENT>").
4. Using  key, select the pay period you want to initialize cards for (<CURRENT> or <NEXT>).

- If employees are to start using Heritage immediately, select **<CURRENT>**; if employees are to start using Heritage after the next pay period starts, select **<NEXT>**.



















5. Press  (display reads **"REPLACE ALL TIME CARDS ? <NO>"**).
6. Press  .
7. Wait until the display's top line reads "INSERT CARD FOR." Then insert upside down time cards into Heritage until the display momentarily reads "INIT CARD COMPLETED."
8. Repeatedly press  until Heritage returns to its normal state.

To Change the Quick-Start Program's Start Date

1. Press    .
2. Press  four times (display reads **"MAIN MENU <GLOBAL>"**).
3. Press   (display reads **"GLOBAL <PAY PERIOD>"**).
4. Press  twice (display reads **"PAY PERIOD START DATE : MM/DD/YY <NAME>"**).
5. Press the keys representing the date the current pay period started. Then press  (display reads **"PP START OVERLAP THRESHOLD:HH:MM"**).
6. Repeatedly press  until Heritage returns to its normal state.

To Round Employee Punch Totals in the Quick-Start Program

Note: For detailed information on Accounting Units and Tolerances, read Appendix A (page 75).

1. Press    .
 2. Press  twice (display reads "MAIN MENU <PAY GROUP>").
 3. Press   (display reads "PAY GROUP <STANDARD>").
 4. Press  twice (display reads "PAY GROUP <NAME>").
 5. Press    (display reads "ROUNDING RULES <TOTAL>").
 6. Press   .
 - Display reads "TOTAL ACCOUNTING UNIT <MM> : < 1>".
 7. Using the  key, scroll to the desired accounting unit length. Then press  (display reads "TOTAL TOLERANCE<MM>:00").
 8. Press the keys representing the desired tolerance. Then press  (display reads "PAY GROUP <BREAK RULES>").
 9. Repeatedly press  until Heritage returns to its normal state.
-

ENTERING INFORMATION INTO Heritage

General


Heritage has a Main Menu which features the following selections:

- | | | |
|----------------------|----------------------|-----------------|
| 1. SYSTEM PARAMETERS | 4. RESTRICTION GROUP | 7. EMPLOYEE |
| 2. PUNCH MAINTENANCE | 5. GROUP FUNCTION | 8. REPORTING |
| 3. PAY GROUP | 6. GLOBAL | 9. DIAGNOSTICS* |

* The diagnostics menu is intended for Simplex technical use only, and is not covered in this publication.

Note: Appendix F illustrates, in block diagram form, the Main and Sub Menus present in Heritage.


1. Activate Heritage's keypad by pressing the four keys that represent the current password.




Then press  .

Note: Default password = 1111



- Heritage displays



MAIN MENU
<SYSTEM PARM>


Note: The above display indicates that the System Parameters Menu is presently accessed, and that access to entries within the System Parameters Menu can be obtained by pressing  .

- Access to any of the remaining eight Main Menu selections can be obtained by (a) pressing  or  until the desired selection appears, and then (b) pressing  .


2. In accordance with the following rules, enter Program Chart data into Heritage.

Rule 1: The presence of “Less Than” and “Greater Than” arrows outside of a menu choice (example: **<SYSTEM PARM>**) indicates other menu choices can be accessed by pressing  or  .

Rule 2: Press  or  until the display shows the desired menu choice.

Then press  .

Rule 3: The presence of a flashing character within a field indicates an alphanumeric entry is required.

Rule 4: Press  to exit a field and return to the previous field.



Rule 5: Use the <EDIT> option to display or edit (alter) data presently in Heritage.

Rule 6: Use the <DELETE> option to delete employees, departments, programs, or an unwanted portion of a program.



- Heritage will not allow you to delete departments or programs that contain employees.


Rule 7: Use the <COPY> option to move identical information between fields or programs.


Rule 8: To correct keystroke errors, either:


A. Use  or  to position the cursor (underline) under an incorrect digit or character. Then correct the digit or character.

Or...

B. Press  followed by . Then press the keys required to correct the entire entry.

Note: In either of the above cases, press  to enter the corrected data.

Rule 9: Use the  key to clear the entire program parameter displayed on the LCD.

Rule 10: Deactivate the Heritage keypad by repeatedly pressing  until you hear the motor run after taking reports or finishing a programming procedure.

- Only a Heritage that is in its “normal state” (that features a deactivated keypad and displays the time) can process (punch) time cards.

Note: An activated keypad automatically deactivates itself if no keys are pressed during a five-minute period.

Keypad Operations (Figure 9)

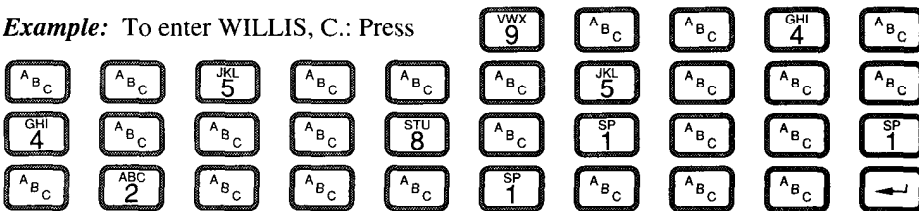
KEYPAD OPERATIONS CHART							
Key	Name or Number	Alpha Data	Function	Key	Name or Number	Alpha Data	Function
	1	SPACE , . ' "			9	V W X	
	2	A B C			0	Y Z -	
	3	D E F					MOVE LEFT
	4	G H I					MOVE RIGHT
	5	J K L					ESCAPE
	6	M N O					CLEARs DATA
	7	P Q R					CHANGES TO ALPHA DATA
	8	S T U					ENTER DATA

Figure 9

To generate alpha characters (letters, spaces, and punctuation marks):

1. Press the key that represents the desired alpha character (= A, B, C; = J, K, L; = W, X, Y; etc.).
2. Press until the desired character appears on the display.
3. Repeat steps 1 and 2 until all desired alpha characters are displayed.
4. Press .

Example: To enter WILLIS, C.: Press



SYSTEM PARAMETERS PROGRAMMING

To Set Date and Time (Figure 10)

All time entries must be in the format shown in Figure 10.

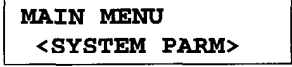

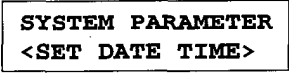

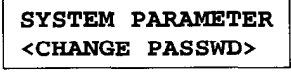

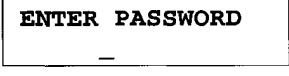

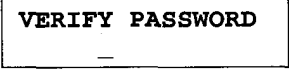
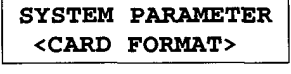

1. Enter password (display reads MAIN MENU
<SYSTEM PARM>)
2. Press ← (display reads SYSTEM PARAMETER
<SET DATE TIME>)
3. Press ← (display reads SET SYSTEM
DATE : MM/DD/YY)
4. In sequence, press the keys representing the current month, date, and year. Then press ←.
 - Display reads SET SYSTEM
TIME : HH:MM:SS
5. In sequence, press the keys representing the current hour, minute, and second. Then, as determined by an accurate time source. Then press ←.
6. Repeatedly press ESC to return Heritage to its normal state.

TIME ENTRY CHART							
Entry		Entry		Entry		Entry	
12 Hour	Format	12 Hour	Format	12 Hour	Format	12 Hour	Format
Time	HHMM	Time	HHMM	Time	HHMM	Time	HHMM
12:00 a.m.	0000	6:00 a.m.	0600	12:00 p.m.	1200	6:00 p.m.	1800
1:00 a.m.	0100	7:00 a.m.	0700	1:00 p.m.	1300	7:00 p.m.	1900
2:00 a.m.	0200	8:00 a.m.	0800	2:00 p.m.	1400	8:00 p.m.	2000
3:00 a.m.	0300	9:00 a.m.	0900	3:00 p.m.	1500	9:00 p.m.	2100
4:00 a.m.	0400	10:00 a.m.	1000	4:00 p.m.	1600	10:00 p.m.	2200
5:00 a.m.	0500	11:00 a.m.	1100	5:00 p.m.	1700	11:00 p.m.	2300

Figure 10

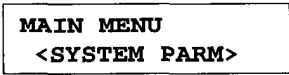

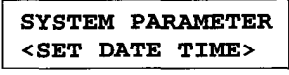

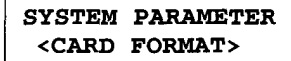
To Change the Password

The (4-digit) password allows authorized persons to access Heritage memory (allowing them to enter and delete employees, edit employee punches, take employee reports, etc.), and prevents unauthorized persons from accessing the memory. To change the password:

1. Enter the present password (display reads )
2. Press  (display reads )
3. Press  once (display reads )
4. Press  (display reads )
5. Press keys representing the new password.
6. Press  (display reads )
7. Repeat steps 5 and 6 (display reads )
8. Repeatedly press  to return Heritage to its normal state.

To Set the Time Card Format

The time card format determines the information printed in columns T1 and T2 of each time card following Out-for-Day punches, and the information printed in the PAY PERIOD TOTALS area following a report request. To set time card format:

1. Enter password (display reads )
2. Press  (display reads )
3. Press  twice (display reads )

4. Press (display reads TIME CARD FORMAT
<DAILY TOTALS1>)
5. Press . Then, using the Time Card Format Chart as a reference (see Figure 11), enter format information into Heritage.
6. Repeatedly press to return Heritage to its normal state.

Typical Filled-Out Time Card Format Chart (Figure 11)

The parameters selected on this chart cause:







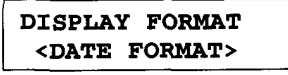


- Printouts of the daily regular and daily total time in columns T1 and T2 respectively.
- Period Totals 1, 2, 3, 4, and 5 to provide printouts of the regular, overtime 1, overtime 2, premium 1, and premium 2 time accumulations from the start of the pay period until the time of the report.
- Hours to print in Continental (00/23 hour) format.
- Fractional hours to print in 100ths (.00/.99) format.
- Days to print in the DOM (date) format.

TIME CARD FORMAT CHART			
(DAILY TOTALS1) (Select 1 of the following)		(DAILY TOTALS2) (Select 1 of the following)	
<input checked="" type="radio"/> (DAILY REGULAR)	(PERIOD TOTAL)	<input checked="" type="radio"/> (DAILY REGULAR)	(PERIOD TOTAL)
(DAILY TOTAL)	(PERIOD OT1)	(DAILY TOTAL)	(PERIOD OT1)
(DAILY OT1)	(PERIOD OT2)	(DAILY OT1)	(PERIOD OT2)
(DAILY OT2)	(PERIOD OT3)	(DAILY OT2)	(PERIOD OT3)
(DAILY OT3)	(PERIOD TOT OT)	(DAILY OT3)	(PERIOD TOT OT)
(DAILY TOTAL OT)	(PERIOD PT1)	(DAILY TOTAL OT)	(PERIOD PT1)
(DAILY PT1)	(PERIOD PT2)	(DAILY PT1)	(PERIOD PT2)
(DAILY PT2)	(NONE)	(DAILY PT2)	(NONE)
(PERIOD REGULAR)	(NONE)	(PERIOD REGULAR)	(NONE)
(PERIOD TOTALS1) (Select 1)		(PERIOD TOTALS2) (Select 1)	
(REGULAR)	(OT1)	(REGULAR)	(OT1)
(OT2)	(OT2)	(OT2)	(OT2)
(OT3)	(PT1)	(OT3)	(PT1)
(TOTAL)	(PT2)	(TOTAL)	(PT2)
(TOTAL OT)	(NONE)	(TOTAL OT)	(NONE)
(PERIOD TOTALS3) (Select 1)		(PERIOD TOTALS4) (Select 1)	
(REGULAR)	(OT1)	(REGULAR)	(OT1)
(OT2)	(OT2)	(OT2)	(OT2)
(OT3)	(PT1)	(OT3)	(PT1)
(TOTAL)	(PT2)	(TOTAL)	(PT2)
(TOTAL OT)	(NONE)	(TOTAL OT)	(NONE)
(PERIOD TOTALS5) (Select 1)		(PERIOD TOTALS6) (Select 1)	
(REGULAR)	(OT1)	(REGULAR)	(OT1)
(OT2)	(OT2)	(OT2)	(OT2)
(OT3)	(PT1)	(OT3)	(PT1)
(TOTAL)	(PT2)	(TOTAL)	(PT2)
(TOTAL OT)	(NONE)	(TOTAL OT)	(NONE)
PRINT FORMAT (Circle Choices)			
(HOUR FORMAT) (12)			
(24)			
(FRACTIONAL HR) (MIN)			
(HUN) (100s of hours)			
(DAY INDICATOR) (DOM) (Day of Week)			
(DOM) (Day of Month)			
(NONE)			

Figure 11

To Set the Display Format

The display format determines the information displayed by Heritage during normal operation. To set the display format:

1. Enter password (display reads )
2. Press  (display reads )
3. Press  three times (display reads )
4. Press  (display reads )
5. Press  . Then, using the Display Format Chart as a reference (see Figure 12), select and enter display format information into Heritage.
6. Either set Heritage's purge mode (starting with step 4 of **To Set the Purge Mode** [page 20]) or repeatedly press  to return Heritage to its normal state.

Typical Filled-Out Display Format Chart (Figure 12)

The parameters selected on this chart cause:

- The display's upper line to read the current time in HH:MM:SS and AM/PM format.
- The display's lower line to show what a punch made at this time will look like.

Note: Since the relationship between minutes and hundredths of hours confuses many, Simplex suggests that you use this display format if your Heritage is programmed to print in Continental hours and hundredths.





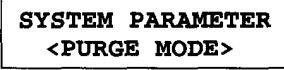



DISPLAY FORMAT CHART			
(DATE FORMAT) Choose 1	(M/DD/YY) (D/M/YY) (YY/DD/HH) (YY/MM/DD)	(HOUR FORMAT) Choose 1	(12) (24)
(FRACTIONAL HR) Choose 1	(MIN) (HUR)	(DISPLAY PUNCH) Choose 1	(N) (YES)

Figure 12

To Set the Purge Mode

Note: At a pay period's start, Heritage purges itself (removes from punch memory) of what, until a moment ago, had been the previous pay period's punches.

When stored punches completely fill the area allotted to punch memory, Heritage cannot process another punch until a previous punch is purged. Heritage response to a filled punch memory depends on the purge mode selected. If you select SUPERVISOR, the next employee punch will not be processed, and the display reads "MEMORY FULL"; if you select AUTOMATIC FIFO, the next employee punch will cause Heritage to automatically purge the oldest punch presently in punch memory. To set the purge mode:

1. Enter password (display reads )
2. Press  (display reads )
3. Press  four times (display reads )
4. Press  (display reads )
5. Using the Purge Mode Chart as a reference (see Figure 13), enter purge instructions into Heritage.
6. Repeatedly press  to return Heritage to its normal state.

Typical Filled-Out Purge Mode Chart (Figure 13)

The parameters selected on this chart cause:

- Heritage to automatically purge itself of previous pay period punches on a first in, first out basis.

Note: Simplex suggests that you take previous pay period reports at the start of every pay period.

- If dealing with Supervisory Purge Mode (non-automatic purging), purge Heritage of previous pay period punches immediately after taking the previous pay period reports.

PURGE MODE CHART	
(PURGE MODE) Choose 1	(SUPERVISOR) (AUTOMATIC FIFO) (First In, First Out)

Figure 13

To Set Master Clock Interface

The Master Clock Interface program allows you to program Heritage for operation as an independent unit or for operation as a slave unit. If operated as a slave, Heritage periodically obtains timekeeping information from a master time center — or from another Heritage which is programmed to operate as a master time center. (see To Program Relay Function [page 24]).

Note: Heritage requires the Master Clock Interface Option for slave operation.

To program Heritage for slave or master clock operation:

1. Enter password (display reads MAIN MENU
<SYSTEM PARM>)
2. Press ← (display reads SYSTEM PARAMETER
<SET DATE TIME>)
3. Press ◀ four times (display reads SYSTEM PARAMETER
<MASTER CLOCK>)
4. Press ← (display reads MASTER CLOCK
<NONE>)
5. Using the Master Clock Interface Chart as a reference (see Figure 14), enter time system information into Heritage.
6. Repeatedly press ESC to return Heritage to its normal state.

Typical Filled-Out Master Clock Chart (Figure 14)

The parameter selected on this chart allows Heritage to form part of a 12-hour synch-wired clock system.

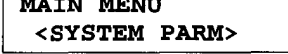

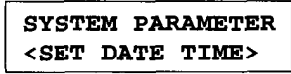

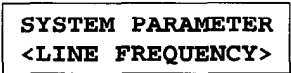



MASTER CLOCK CHART	
(NONE)	Choose 1
(BCD)	Heritage™ functions as a stand-alone unit.
(EXTENDED BCD)	BCD-corrected clock system.
(30 SEC REV POL)	Extended BCD-corrected clock system.
(60 SEC REV POL)	30-second reverse polarity impulse clock system.
(58 MIN CORRECT)	60-second reverse polarity impulse clock system.
(59 MIN CORRECT)	58th-minute correction impulse clock system.
(12 HOUR SYNC)	59th-minute correction impulse clock system.
(24 HOUR SYNC)	12-Hr. synch-wired clock system.
	24-Hr. synch-wired clock system.

Figure 14

To Set Line Frequency

Note: The default program provides for operation from 60 Hz. power.

Heritage can be programmed to operate from either 50 or 60 Hz. power. To program for line frequency:

1. Enter password (display reads )
2. Press  (display reads )
3. Press  three times (display reads )
4. Press  (display reads )
5. Using the Line Frequency Chart as a reference (see Figure 15), enter the appropriate line frequency into Heritage.
6. Repeatedly press  to return Heritage to its normal state.

Typical Line Frequency Chart (Figure 15)

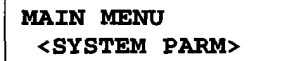
The parameter selected in this chart causes Heritage to set its internal circuitry for operation from 60 Hz power.


LINE FREQUENCY CHART		
Heritage™ plugs into:	(Circle correct answer)	(60) Hz Power (50) Hz Power

Figure 15


To Set the Time Base

Heritage can be programmed to use the input power frequency (AC) or an internal quartz crystal (DC) as a timekeeping source. To program for either of the above:


1. Enter password (display reads )

2. Press  (display reads

SYSTEM PARAMETER
<SET DATE TIME>

)
3. Press  twice (display reads

SYSTEM PARAMETER
<TIME BASE>

)
4. Press  (display reads

TIME BASE
<AC>

)
5. Using the Time Base Chart as a reference (see Figure 16), enter time base information into Heritage.
 - Heritage resets and then returns to its normal state.

Typical Filled-Out Time Base Chart (Figure 16)

The parameter selected in this chart cause Heritage to use its internal quartz crystal as a timekeeping source.

Note: Simplex suggests that you select <DC> if your primary power source tends to be inaccurate, or if your facility frequently uses an unregulated power source in emergency situations.

TIME BASE CHART
<p><small>Note: Applies to stand-alone units only.</small></p> <p>Heritage time is to be controlled by: (Circle correct answer)</p> <p style="text-align: center;"> <input type="radio"/> (AC) (Line frequency) <input checked="" type="radio"/> (DC) (Quartz crystal) </p>

Figure 16


To Program Relay Function (Allows for Signal or Clock Control)

Provided it contains the relay option, Heritage can *either* sound signals *or* control 24-hour, synch-wired secondary clocks.


To program relay function:

1. Enter password (display reads

MAIN MENU
<SYSTEM PARM>




)
2. Press  (display reads

SYSTEM PARAMETER
<SET DATE TIME>

)
3. Press  once (display reads

SYSTEM PARAMETER
<RELAY FUNCTION>

)

4. Press  (display reads )
5. Using the Relay Function Chart as a reference (see Figure 17) program Heritage for signal control or master clock operation.
6. Repeatedly press  to return Heritage to its normal state.

Typical Filled-Out Relay Function Chart (Figure 17)

The parameter selected in this chart allows Heritage to sound signals.


RELAY FUNCTION CHART	
Note: Heritage must contain optional relay module.	
Is Heritage going to sound bells or to control secondary clocks?	Choose 1  (MASTER CLK OUT)

Figure 17

PAY GROUP PROGRAMMING

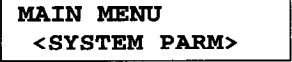


General


A pay group is a group of employees, all of whom are subject to the same accounting, break, holiday, premium time, and overtime rules. To define your company's pay groups, use the Pay Group Data Gathering Form (found on page 3 of the *Heritage Programming Charts* that accompany this publication).

Note: An employee or group of employees cannot belong to more than one pay group at any one time.


Heritage can accommodate up to 10 pay groups. Each group must have a unique alpha, numeric, or alphanumeric name of up to eight characters in length — such as Shft 1, Office, or Mfg 1.

To Enter a Pay Group into Heritage


1. Enter password (display reads )
2. Press  twice (display reads )

3. Press  (display reads

PAY GROUP <NEW>
--

)
4. Press  (display reads

PAY GROUP NAME : _

)
5. Using a completed Pay Group Chart as a reference (see Figure 18), enter the pay group into Heritage.
6. Repeatedly press  to return Heritage to its normal state.

Typical Filled-Out Pay Group Chart (Figure 18)

The parameters selected on this chart cause Heritage to:

1. Treat those who punch Out-for-break after the start of a (30-minute) Accounting Unit (A.U.) and punch In-from-break before the end of the subsequent A.U. as having taken a 60-minute break.
 2. Treat those who are on-the-clock for seven successive hours as having taken a 60-minute break.
 3. Allow all to remain on-the-clock for up to 13 hours after the time of their most recent In punch, even if they work across the logical day start (LDS) time.
 4. Credit all with at least eight hours of time on holidays.
 - Those who do not work a holiday earn eight hours of regular time for the holiday.
 - Those who work less than eight hours on a holiday earn OT1 time for the time worked, and regular time for the additional time required to accumulate eight hours.
 - Those who work more than eight hours on a holiday earn OT1 time for the first eight hours, and OT2 time for everything over eight hours.
 5. Credit OT1 time for Saturday work, and OT2 time for Sunday work.
 6. Credit time in excess of eight hours on Monday through Friday as OT1 time.
 7. Credit time in excess of 12 hours on Monday through Friday as OT2 time.
 8. Consider OT periods as 7 days long, and as starting on Mondays (lines 25 and 26 feature default entries).
 9. Credit OT period accumulations in excess of 40 hours as OT1 time and 50 hours as OT2 time.
 10. Considers that Saturday and Sunday time contributes towards the pay period OT2 threshold (line 30 features default entry).
-

11. Credit time as earned on the day of the In punch, even if the Out punch is taken after the LDS time (line 31 features default entry).

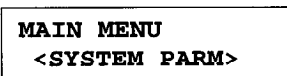
12. Does not automatically print daily totals (line 32 features default entry).

PAY GROUP CHART														
NAME : (1 to 8 alphanumeric characters) 1. <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>														
(ROUNDING RULES) 2. 1st In/Last Out <input type="checkbox"/> (NO) <input type="checkbox"/> (YES) A.U. <u> </u> Note: For accounting unit/tolerance (A.U./Tot.) explanation and examples, see Appendix A of the <i>Heritage Installation, Operating, and Programming Instructions</i> . 3. Middle punch <input type="checkbox"/> (NO) <input type="checkbox"/> (YES) In Tot.: <u> </u> 4. Out Tot.: <u> </u> 5. Total Rounding <input type="checkbox"/> (NO) <input type="checkbox"/> (YES) A.U. <u> </u> Tot.: <u> </u>														
(BREAK RULES) 6. <input type="checkbox"/> (NO) Note: For break rule explanation and examples, see Appendix B of the <i>Heritage Installation, Operating, and Programming Instructions</i> . 7. Break 1 Thres. <u> </u> : <u> </u> Dur.: <u> </u> 8. Break 2 Thres. <u> </u> : <u> </u> Dur.: <u> </u> 9. Break 3 Thres. <u> </u> : <u> </u> Dur.: <u> </u>														
(ABS SHT CUTOFF) Note: For ABS SHT CUTOFF explanation, see Appendix C of the <i>Heritage Installation, Operating, and Programming Instructions</i> . 10. <u> </u> : <u> </u> (Default 12:00)														
(HOLIDAY PAY) 11. Unworked Holiday Time = <u> </u> : <u> </u> Pay = <u> </u> (Valid pay types = REG, PT1, PT2) 12. Worked Holiday Pay = <u> </u> (Valid pay types = REG, PT1, PT2) 13. <u> </u> : <u> </u> Time Thres., OT1 (Default 08:00) 14. <u> </u> : <u> </u> Time Thres., OT2 (Default 24:00) 15. <u> </u> : <u> </u> Time Thres., OT3 (Default 24:00)														
(PT RULES) Note 1: Valid Pay Type (PyT) entries = REG, OT1, OT2, OT3, PT1, PT2 Note 2: Leave lines 16 thru 21 blank if intervals are not applicable.														
16.	Mon	PyT	Tue	PyT	Wed	PyT	Thu	PyT	Fri	PyT	Sat	PyT	Sun	PyT
	00:00		00:00		00:00		00:00		00:00		00:00	<u> </u>	00:00	<u> </u>
17.														
18.														
19.														
20.														
21.														
(OT RULES)														
(DAILY)														
22.	OT1 Thres.	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>
23.	OT2 Thres.	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>
24.	OT3 Thres.	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>	<u> </u> : <u> </u>
(PERIOD)														
25. Period Length? <input type="checkbox"/> (2) days (1-4) days (Circle answer)														
26. Period Start Date (MM/DD/YY)														
27. Period Thres., OT1 <u> </u> : <u> </u> (Usually 40:00 [7 day] or 80:00 [14 day])														
28. Period Thres., OT2 <u> </u> : <u> </u>														
29. Period Thres., OT3 <u> </u> : <u> </u>														
(PTOT ACCUM)														
30. <input type="checkbox"/> (YES) <input type="checkbox"/> (NO) (Circle answer)														
(DAY SPAN ALLOC)														
31. <input type="checkbox"/> (DAY OF IN PUNCH) <input type="checkbox"/> (DAY OF OUT PUNCH) <input type="checkbox"/> (SPLIT) (Circle selection)														
(AUTO TOTALS)														
32. <input type="checkbox"/> (OFF) <input type="checkbox"/> (2) <input type="checkbox"/> (4)/(6) (Circle selection)														

Figure 18

To Edit Pay Group Information

1. Enter password (display reads



2. Press twice (display reads

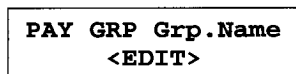





3. Press (display reads



4. Using the key, scroll to the pay group whose information you want to edit (change). Then press .

• Display reads








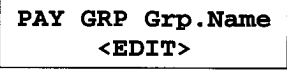

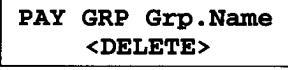







5. Press  until the display shows information you want to change. Then:
 - A. Change the information.
 - B. Press .
6. Repeat step 5 until all of the information you want to change has been changed. Then repeatedly press  to return Heritage to its normal state.

To Delete a Pay Group

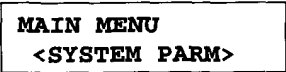






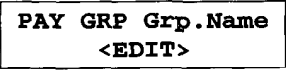

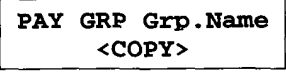

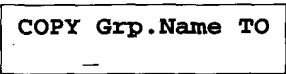








Note: Heritage will not allow you to delete a pay group that has employees assigned to it.

- Trying to delete an active pay group causes Heritage to beep and momentarily display "GROUP BEING USED."

1. Enter password (display reads )
2. Press  twice (display reads )
3. Press  (display reads )
4. Using the  key, scroll to the pay group you want to delete. Then press  .
 - Display reads 
5. Press  once (display reads )
6. Press  and then  (display reads )
7. Press  . Heritage either:
 - Indicates a successful deletion by displaying PAY GROUP and another **<Grp . Name>**, or by displaying **<NEW>**.
 - Indicates an unsuccessful deletion by beeping and momentarily displaying "GROUP BEING USED."
8. Repeatedly press  to return Heritage to its normal state.

To Copy a Pay Group

Use the copy function when a “to be entered” (“copied to”) pay group almost exactly matches an “already entered” (“copied from”) pay group. Then edit the “copied to” pay group as required.

1. Enter password (display reads )
2. Press  twice (display reads )
3. Press  (display reads )
4. Using the  key, scroll to the pay group you want to copy. Then press  .
 - Display reads 
5. Press  once (display reads )
6. Press  (display reads )
7. Press the keys required to name the “copied to” pay group. Then press  .
 - Display reads 
8. Using the  key, scroll to the “copied to” pay group. Then press  .
 - Display reads 
9. Press  until the display shows information you want to change. Then:
 - A. Change the information.
 - B. Press  .
10. Repeat step 9 until all of the information you want to change has been changed. Then repeatedly press  to return Heritage to its normal state.

RESTRICTION GROUP PROGRAMMING

General

A restriction group is a group of employees, all of whom are prevented from punching Heritage during the same time periods on specific days of the week. For example, between 30 and 10 minutes prior to the time their shift starts on Monday through Friday.

Note 1: An employee or group of employees cannot belong to more than one restriction group at any one time.

Note 2: Heritage responds to a punch attempt during a restriction time by

displaying


```
Emp . Name
IS RESTRICTED
```

Heritage can accommodate up to 10 restriction groups. Each group must have a unique alpha, numeric, or alphanumeric name of up to eight characters in length.


To Enter a Restriction Group into Heritage

1. Enter password (display read


```
MAIN MENU
<SYSTEM PARM>
```

)
2. Press  three times (display reads


```
MAIN MENU
<RESTR GROUP>
```

)
3. Press  (display reads

```
RESTRICTION GRP
<NEW>
```

)
4. Press  (display reads

```
RESTRICTION GRP
NAME : _
```

)
5. Using a completed Restriction Group Chart as a reference (see Figure 19), enter the restriction group into Heritage.
6. Repeatedly press  to return Heritage to its normal state.

Typical Filled-Out Restriction Group Chart (Figure 19)

The parameters selected in this chart cause Heritage to allow punches on Mondays through Fridays during the following times:

In-for-work punches either before 07:40, between 07:55 and 08:00, or after 08:14.

- Restriction periods 01 and 02.

Out-for-break punches either before 11:40, or between 12:00 and 12:15.

- Restriction period 03 and 1st entry of restriction period 04.

In-from-break punches either between 12:40 and 13:00, or after 13:15.

- 2nd entry of restriction period 04 and restriction period 05.

Out-for-day punches either before 16:40, between 17:00 and 17:05, or after 17:20.

- Restriction periods 06 and 07.





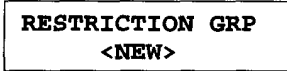


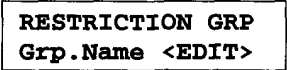



RESTRICTION GROUP CHART							
(NAME) (1 to 8 alphanumeric characters)							
1 2 3 4 5 6 7 8							
(RESTR RULES)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
RESTRICT 01 From	07:40	07:55	07:55	07:55	07:55		
Thru	07:54	07:54	07:54	07:54	07:54		
RESTRICT 02 From	08:01	08:01	08:01	08:01	08:01		
Thru	08:14	08:14	08:14	08:14	08:14		
RESTRICT 03 From	11:40	11:40	11:40	11:40	11:40		
Thru	11:59	11:59	11:59	11:59	11:59		
RESTRICT 04 From	12:15	12:15	12:15	12:15	12:15		
Thru	12:32	12:32	12:32	12:32	12:32		
RESTRICT 05 From	13:00	13:00	13:00	13:00	13:00		
Thru	13:14	13:14	13:14	13:14	13:14		
RESTRICT 06 From	16:40	16:40	16:40	16:40	16:40		
Thru	16:59	16:59	16:59	16:59	16:59		
RESTRICT 07 From	17:05	17:05	17:05	17:05	17:05		
Thru	17:19	17:19	17:19	17:19	17:19		
RESTRICT 08 From							
Thru							
RESTRICT 09 From							
Thru							
RESTRICT 10 From							
Thru							
RESTRICT 11 From							
Thru							
RESTRICT 12 From							
Thru							

Note 1: Restriction periods cannot span midnight.
 • A restriction period that spans midnight must be entered twice: once from 00:00 to the period's end time, and once from the period's start time to 23:59

Note 2: Restriction periods must be entered in chronological order.

Figure 19

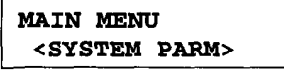




To Edit Restriction Group Information



1. Enter password (display reads )
2. Press  three times (display reads )
3. Press  (display reads )
4. Using the  key, scroll to the restriction group whose information you want to change. Then press  .
 - Display reads 
5. Press  until the display shows information you want to change. Then:
 - A. Change the information.
 - B. Press  .
6. Repeat step 5 until all of the information you want to change has been changed. Then repeatedly press  to return Heritage to its normal state.

To Delete a Restriction Group

Note: Heritage will not allow you to delete a restriction group that has employees assigned to it.


- Trying to delete an active restriction group causes Heritage to beep and momentarily display "GROUP BEING USED."

1. Enter password (display reads )
2. Press  three times (display reads )
3. Press  (display reads )



4. Using the  key, scroll to the restriction group you want to delete. Then press .

• Display reads

```
RESTRICTION GRP
Grp.Name <EDIT>
```

5. Press  once (display reads


```
RESTRICTION GRP
Grp.Name <DELETE>
```

6. Press  and then  (display reads

```
DELETE RESTR GRP
Grp.Name <YES>
```

7. Press . Heritage either:

- Indicates a successful deletion by displaying RESTRICTION GROUP and another **<Grp.Name>**, or by displaying **<NEW>**.
- Indicates an unsuccessful deletion by beeping and momentarily displaying "GROUP BEING USED."


8. Repeatedly press  to return Heritage to its normal state.

To Copy a Restriction Group


Use the copy function when a "to be entered" ("copied to") restriction group almost exactly matches an "already entered" ("copied from") restriction group. Then edit the "copied to" restriction group as required.

1. Enter password (display reads



```
MAIN MENU
<SYSTEM PARM>
```

2. Press  three times (display reads

```
MAIN MENU
<RESTR GROUP>
```


3. Press  (display reads

```
RESTRICTION GRP
<NEW>
```


4. Using the  key, scroll to the restriction group you want to copy. Then press .

• Display reads


```
RESTRICTION GRP
Grp.Name <EDIT>
```

5. Press  once (display reads



RESTRICTION GRP Grp.Name <COPY>
--




)
6. Press  (display reads

COPY Grp.Name TO _

)
7. Press the keys required to name the "copied to" restriction group. Then press  .
 - Display reads

RESTRICTION GRP <Grp.Name>

8. Using the  key, scroll to the "copied to" restriction group. Then press  .
 - Display reads

RESTRICTION GRP Grp.Name <EDIT>
--
9. Press  until the display shows information you want to change. Then:
 - A. Change the information.
 - B. Press  .
10. Repeat step 9 until all of the information you want to change has been changed. Then repeatedly press  to return Heritage to its normal state.

GROUP FUNCTIONS PROGRAMMING

General

The group function program allows you to reassign all members of one pay or restriction group to another pay or restriction group. If, for example, summer and winter day shift hours differ, you can enter into Heritage SMMR DAY and WNTR DAY pay and restriction groups. Then, come summertime, you simply reassign the day shift employees from the WNTR DAY pay and restriction groups to the SMMR DAY pay and restriction groups.

Note: PERIOD REPLACED (<PREVIOUS>, <CURRENT>, or <NEXT>) refers to the pay period the group reassignment is to affect.

- Choosing <PREVIOUS> causes reports from the past pay period to reflect the new pay group rules.

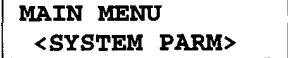





Note: In order to receive accurate "Previous Pay Period" information, previous pay period cards must be regenerated.

- Choosing **<CURRENT>** causes reports and time totals in what remains of the current pay period to reflect the new pay and restriction group rules.

*Note: Because the above reports and time totals reflect both the portion of the pay period prior to the group reassignment and the portion of the pay period following group reassignment, Simplex advises against choosing **<CURRENT>** when reassigning groups.*

- Choosing **<NEXT>** causes reports in the next pay period (and future pay periods) to reflect the new pay and restriction group rules.

To Enter Group Functions into Heritage

1. Enter password (display reads )
 2. Press  four times (display reads )
 3. Press  (display reads )
 4. Using a completed Group Function Chart as a reference (see Figure 20), enter group functions into Heritage.
 5. Repeatedly press  to return Heritage to its normal state.
-

Typical Filled-Out Group Function Chart (Figure 20)

The parameters selected in this chart cause Heritage to transfer all members from the NITE GRP pay and restriction groups to the EMPTY pay and restriction groups.

Note: This facility features three production groups. At the start of every weekly pay period, each group is assigned to the next later work shift. That is, all who worked the day shift are assigned to the night shift; all who worked the night shift are assigned to the graveyard shift; and all who worked the graveyard shift are assigned to the day shift.

To allow shift switching, this Heritage features an EMPTY pay group and an EMPTY restriction group. Except during group reassignment, neither EMPTY group contains members.

During each pay period, the group function parameters are reprogrammed as follows:

- PERIOD REPLACED choice is NEXT.
- Old NITE GRP is renamed EMPTY.
- Old DAY GRP is renamed NITE GRP.
- Old GUYD GRP is renamed DAY GRP.
- Old EMPTY is renamed GUYD GRP.

GROUP FUNCTION CHART	
<p>GROUP TYPE (PAY GROUP)</p> <p>PERIOD REPLACED (PREVIOUS) (CURRENT) (NEXT) <input checked="" type="radio"/></p> <p>• Choose 1</p> <p>NEW GROUP NAME : (E M P T Y _ _ _) • Scroll to desired group name</p> <p>OLD GROUP NAME : (N I T E _ G R P) • Scroll to desired group name</p> <p>REPL (OLD GRP) N (See note below) BY (NEW GRP) (NO) • (NO) (YES) (Choose 1)</p>	<p>GROUP TYPE (RESTR GROUP)</p> <p>PERIOD REPLACED (CURRENT) (NEXT) <input checked="" type="radio"/></p> <p>• Choose 1</p> <p>NEW GROUP NAME : (E M P T Y _ _ _) • Scroll to desired group name</p> <p>OLD GROUP NAME : (N I T E _ G R P) • Scroll to desired group name</p> <p>REPL (OLD GRP) N (See note below) BY (NEW GRP) (NO) • (NO) (YES) (Choose 1)</p>
<p><small>Note: Possible letters at the end of the line = N, C, or P (for PERIOD REPLACED selection of Next, Current, or Previous)</small></p>	

Figure 20

GLOBAL PROGRAMMING


To Program/Edit Global Restrictions

Global restrictions apply to everyone who punches Heritage, rather than to individual employees or groups of employees. To enter global restrictions:

1. Enter password (display reads


MAIN MENU <SYSTEM PARM>

)

2. Press  four times (display reads


MAIN MENU <GLOBAL>

)

3. Press  (display reads

GLOBAL <RESTRICTION>

)


4. Press  (display reads

GLOBAL RESTRICT <SCHEDULE>

)

5. Select, from the three available choices, the restrictions that are to apply immediately. The choices and their definitions are:

<u><SCHEDULE></u>	= Employee restriction schedules apply.
<GLOBAL ON>	= No employee is allowed to punch until removed.
<GLOBAL OFF>	= All employees are allowed to punch until removed.

6. Press  . Then either program pay period type, start date, and pay period overlaps (next page, starting from step 5) or repeatedly press

ESC

 to return Heritage to its normal state.


To Program Pay Period Type, Start Date, and Pay Period Overlaps

The pay period type, start date, and pay period overlaps apply to everyone, rather than to individual employees and groups of employees. To enter pay period type, start date, and pay period overlaps:

1. Enter password (display reads





MAIN MENU <SYSTEM PARM>

)

 2. Press  four times (display reads

MAIN MENU <GLOBAL>


)
-


3. Press  (display reads GLOBAL
<RESTRICTION>)
4. Press  once (display reads GLOBAL
<PAY PERIOD>)
5. Press  (display reads PAY PERIOD TYPE
<WEEKLY>)
6. Select, from the five available choices, the desired pay period type. Then press  .


• The choices are:

- <WEEKLY>** = A new pay period starts on the same day every week.
- <BI-WEEKLY>** = A new pay period starts on the same day every other week.
- <SEMI-MONTHLY>** = Pay period #1 starts on the same date every month (usually the 1st); pay period #2 starts 15 or 16 (usually 15) days later.
 - Heritage only accepts pay period #1 dates of 12 or lower.
- <4-WEEKLY>** = A new pay period starts on the same day every 4th week.
- <MONTHLY>** = A new pay period starts on the same date every month.

7. Press the keys representing the pay period start date (or dates).
 - You must enter a pay period start date that is earlier than the current Heritage date.


8. Press  (display reads PP START OVERLAP
THRESHOLD: 04:00)


9. Press the keys representing the length of the PP (pay period) START OVERLAP THRESHOLD. Then press  .

- For no pay period start overlap, press 0000  .


Note: Employees who punch In (a) on the last day of a pay period, and (b) between the start of the PP START OVERLAP THRESHOLD and the logical day start time, may use their "next pay period" time card.

- See Appendix D for a complete description of the pay period start and end thresholds.

10. Press the keys representing the length of the PP END OVERLAP THRESHOLD. Then press  .

- For no pay period end overlap, press 0000  .

Note: Employees who punch Out (a) on the first day of a pay period, and (b) between the logical day start time and the end of the PP END OVERLAP THRESHOLD, may use the same card they punched In with.







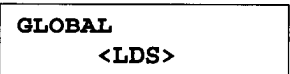

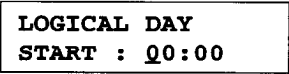


11. Either enter Logical Day Start information (starting with step 5) or repeatedly press  to return Heritage to its normal state.

To Program the Logical Day Start (LDS) Time

The LDS represents, to Heritage, the start time of a new day. At the time of the LDS:

- A. Punches are positioned one line higher on the time card.
- B. The absolute shift cutoff (ABS) duration starts (see page 79).
- C. The current pay period becomes the past pay period, and the next pay period becomes the current pay period (on pay period start dates).

To program the LDS time:

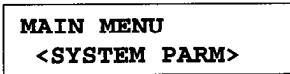

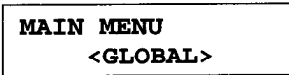

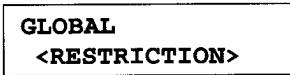



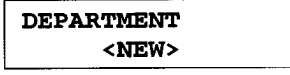



1. Enter password (display reads )
2. Press  four times (display reads )
3. Press  (display reads )
4. Press  twice (display reads )
5. Press  (display reads )
6. Press the keys representing the desired LDS time (in 00 to 23 hour and minutes format). Then press  .
7. Either enter departments into Heritage (starting with step 5 below) or repeatedly press  to return Heritage to its normal state.

Department Programming

General

Most commercial enterprises consist of a number of departments. Heritage can accommodate up to 30 departments, and can issue reports on each or all of these departments — provided each department has a unique alpha, numeric, or alphanumeric name of up to eight characters in length.

To Enter Departments into Heritage

1. Enter password (display reads )
2. Press  four times (display reads )
3. Press  (display reads )
4. Press  three times (display reads )
5. Press  (display reads )
6. Press  (display reads )
7. Using the Departments Chart as a reference (see Figure 21), enter department names into Heritage.
8. Repeatedly press  to return Heritage to its normal state.

Typical Filled-Out Departments Chart (Figure 21)

Notes

- Employees cannot be assigned to a department that is not already present in Heritage.
- No more than 30 departments can be entered into Heritage.
- Each department name must be eight or less characters long.

- If you must abbreviate department names, use abbreviations that can be understood by all members of the work force.

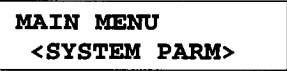










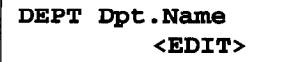
DEPARTMENTS CHART		
DEPT. NAME 8 Characters Max.	DEPT. NAME 8 Characters Max.	DEPT. NAME 8 Characters Max.
1. A C C I - P B L	11. M A L N I	21. S H L P P L H Q
2. A C C I - K B L	12. M F D - G L H S	22. P K G L H Q
3. D E A F T L H Q	13. D E F - S V G S	23. D P H N T S T
4. H H H N - R Q S	14. D P D P - P Q Q	24. S T H D - A R D S
5. L H S P T L D H	15. P A Q R D L L	25. S T K - R D D H
6. H A H L T D R	16. P R A S S Y	26. S Y T - D E V
7. L A B	17. R R V L N G	27. S F T M - E H Q
8. L E G A L	18. S A F E T Y	28. T D D L - R H
9. M C H N - S H P	19. S C R I T Y	29. M K R S - C M P
10. M A L L - R M	20. M T L H Q	30. - - - - -


Figure 21

To Delete a Department

Note: Heritage will not allow you to delete a department that has employees assigned to it.



- Trying to delete an active department causes Heritage to beep and momentarily display "DEPT BEING USED."

1. Enter password (display reads )
2. Press  four times (display reads )
3. Press  (display reads )
4. Press  three times (display reads )
5. Press  (display reads )
6. Using the  key, scroll to the department you want to delete. Then press  .
 - Display reads 

7. Press  once (display reads


DEPT Dpt .Name <DELETE>
--


)

8. Press  and then  (display reads

DEPARTMENT Dpt .Name <YES>

)

9. Press  . Heritage either:
 - Indicates a successful deletion by displaying DEPARTMENT and another **<Dpt .Name>**, or by displaying **<NEW>**.
 - Indicates an unsuccessful deletion by beeping and momentarily displaying “DEPT BEING USED.”

10. Repeatedly press  to return Heritage to its normal state.

To Enter the Employee Count into Heritage

*** * * IMPORTANT * * ***

All employee records in memory are lost upon changing the employee count. Therefore, choose a count value that will accommodate the number of employees who can realistically be expected to use Heritage in the foreseeable future.

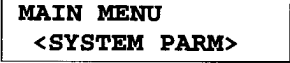







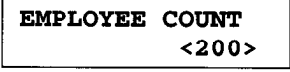

The employee count tells Heritage the number of employees its database can accommodate.

- The larger the employee count, the fewer the punches Heritage can store per employee. The following shows the relationships between the available employee counts and the maximum number of stored punches per employee.

Employee Count	=	Stored Punches per Employee
200	=	121
175	=	151
150	=	192
125	=	250
100	=	336

Note: If your employees punch four times a day, the 121-punch capacity available with an employee count of 200 provides a 30-day punch capacity.

To enter the employee count into Heritage:

1. Enter password (display reads )
2. Press  four times (display reads )
3. Press  (display reads )
4. Press  four times (display reads )
5. Press  (display reads )
6. Using the Employee Count Chart as a reference (see Figure 22), enter the employee count into Heritage.
7. Either enter holidays into Heritage (starting with step 5) or repeatedly press  to return Heritage to its normal state.

Typical Filled-Out Employee Count Chart (Figure 22)

Heritage is to accommodate up to 200 employees. Since 200 represents the default entry, no action is required.

EMPLOYEE COUNT CHART (Found in Global Menu)					
IMPORTANT: Changing the employee count erases all punch data. Hence, configure Heritage for the maximum number of employees who may punch it in the future.					
(Circle desired number)	(200)	(175)	(150)	(125)	(100)







Figure 22

Holiday Programming

To Enter Holidays into Heritage

Note: Holidays need not be entered chronologically.

Heritage can accommodate up to 30 holidays a year. To enter holidays:

1. Enter password (display reads MAIN MENU
<SYSTEM PARM>)
2. Press  four times (display reads MAIN MENU
<GLOBAL>)
3. Press  (display reads GLOBAL
<RESTRICTION>)
4. Press  four times (display reads GLOBAL
<HOLIDAY>)
5. Press  (display reads HOLIDAY
<NEW>)
6. Press  (display reads HOLIDAY DATE:
MM/DD/YY)
7. Using the Holiday Chart as a reference (see Figure 23), enter holiday dates and (optional) names into Heritage.
8. Repeatedly press  to return Heritage to its normal state.

Typical Filled-Out Holiday Chart (Figure 23)

Note: This chart was filled out on July 14, 1994. Therefore, New Year's Day through Independence Day fall during 1995.

HOLIDAYS CHART			
DATE MM/DD/YY	NAME (see note) (10 Characters Max.)	DATE MM/DD/YY	NAME (see note) (10 Characters Max.)
01/02/95	N E W Y E A R S	-/-/-	-/-/-
02/20/95	P E E S D A Y	-/-/-	-/-/-
05/29/95	M E M D A Y	-/-/-	-/-/-
02/04/95	L N D E P D A Y	-/-/-	-/-/-
02/05/94	L A B D P D A Y	-/-/-	-/-/-
10/10/94	C O L O M B D A Y	-/-/-	-/-/-
11/24/94	T H S G V G	-/-/-	-/-/-
11/25/94	T H S G V G	-/-/-	-/-/-
12/23/94	X M A S E V E	-/-/-	-/-/-
12/26/94	X M A S D A Y	-/-/-	-/-/-
-/-/-	-/-/-	-/-/-	-/-/-
-/-/-	-/-/-	-/-/-	-/-/-
-/-/-	-/-/-	-/-/-	-/-/-
-/-/-	-/-/-	-/-/-	-/-/-
-/-/-	-/-/-	-/-/-	-/-/-

Note: Name entry is optional. (Whether entered or not, Heritage does NOT print the holiday name on reports affected by the holiday.)


Figure 23

To Edit Holidays

1. Enter password (display reads


MAIN MENU <SYSTEM PARM>

)

2. Press  four times (display reads


MAIN MENU <GLOBAL>

)

3. Press  (display reads


GLOBAL <RESTRICTION>

)

4. Press  four times (display reads



GLOBAL <HOLIDAY>

)


5. Press  (display reads

HOLIDAY <NEW>

)


6. Using the  key, scroll to the date of the holiday you want to change. Then press  .
 - Display reads

HOLIDAY MM/DD/YY <EDIT>


7. Press  (display reads


HOLIDAY DATE : MM/DD/YY

)

8. Press the keys representing the month, date, and year the holiday will fall on next time. Then press  .
 - Display reads

HOLIDAY NAME : _

9. (If applicable) Press the keys representing the holiday name. Then press  .




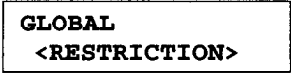






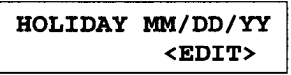

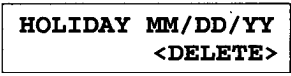






10. Either scroll to another holiday whose date you want to change or repeatedly press  to return Heritage to its normal state.

To Delete a Holiday

1. Enter password (display reads

MAIN MENU <SYSTEM PARM>

)

2. Press  four times (display reads )
3. Press  (display reads )
4. Press  four times (display reads )
5. Press  (display reads )
6. Using the  key, scroll to the date of the holiday you want to delete. Then press  .
 - Display reads 
7. Press  (display reads )
8. Press   (display reads )
9. Press  (display reads )
10. Repeatedly press  to return Heritage to its normal state.

Bell Schedule Programming

To Enter Bell Schedules into Heritage

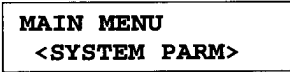







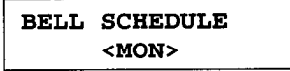




Heritage can accommodate up to 64 different bell times each day of the week.

Note 1: A Heritage that is programmed to operate as a master clock cannot ring bells.

Note 2: A Heritage cannot ring bells unless it includes the relay option.

Note 3: Bell times need not be entered chronologically.

To enter bell schedules:

1. Enter password (display reads )
 2. Press  four times (display reads )
 3. Press  (display reads )
 4. Press  three times (display reads )
 5. Press  (display reads )
 6. Using the  key, choose the day whose schedule you want enter. Then press  twice.
 7. Using a Daily Bell Schedules Chart as a reference (see Figure 24), enter the bell schedule into Heritage.
 8. Either (a) press  once and then copy the schedule to other days of the week (see **To Copy a Bell Schedule** [page 49, starting with step 8]), or (b) repeatedly press  to return Heritage to its normal state.
-

Typical Filled-Out Daily Bell Schedule Chart (Figure 24)

Heritage sounds signals in accordance with this schedule on Mondays through Fridays.

- Since the facility’s ambient noise level is higher while production equipment runs, the 10:15, 11:57, 14:15, and 16:55 signals are scheduled to sound for four seconds, while all other signals are scheduled to sound for three seconds.

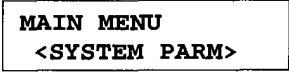





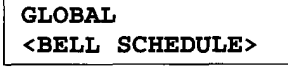




BELL SCHEDULE CHART											
Hr	Min	Dur	Hr	Min	Dur	Hr	Min	Dur	Hr	Min	Dur
1	02	00	03	17	---	33	---	49	---	---	---
2	02	15	04	18	---	34	---	50	---	---	---
3	02	25	03	19	---	35	---	51	---	---	---
4	02	57	04	20	---	36	---	52	---	---	---
5	02	00	03	21	---	37	---	53	---	---	---
6	02	00	03	22	---	38	---	54	---	---	---
7	04	15	04	23	---	39	---	55	---	---	---
8	04	22	03	24	---	40	---	56	---	---	---
9	06	55	04	25	---	41	---	57	---	---	---
10	07	00	03	26	---	42	---	58	---	---	---
11	---	---	---	27	---	43	---	59	---	---	---
12	---	---	---	28	---	44	---	60	---	---	---
13	---	---	---	29	---	45	---	61	---	---	---
14	---	---	---	30	---	46	---	62	---	---	---
15	---	---	---	31	---	47	---	63	---	---	---
16	---	---	---	32	---	48	---	64	---	---	---

SUN MON TUE WED THUR FRI SAT (Circle applicable days)

Figure 24


To Copy a Bell Schedule

The copy function allows you to enter one bell schedule into Heritage, and then copy that schedule to other days of the week.


1. Enter password (display reads )
2. Press  four times (display reads )
3. Press  (display reads )
4. Press  three times (display reads )
5. Press  (display reads )
6. Using the  key, choose the day of the week (Dow.) whose schedule you want to copy. Then press  .

- Display reads



```
Dow. BELL SCHED
<EDIT>
```

7. Press  once (display reads


```
Dow. BELL SCHED
<COPY>
```

8. Press  (display reads

```
COPY BELL SCH FR
Dow. TO <ALL>
```

9. Using the  key, choose the day(s) you want to copy the schedule to. Then press .

- “Copy to” Choices are: <ALL>, <MON-FRI>, or a specific day of the week.

10. Repeatedly press  to return Heritage to its normal state.


To Delete a Bell Schedule

The delete function allows you to delete daily schedules, one day at a time.


- In many cases, it's easier and quicker to delete and then totally re-enter a schedule than to edit an outdated schedule.

1. Enter password (display reads


```
MAIN MENU
<SYSTEM PARM>
```

2. Press  four times (display reads


```
MAIN MENU
<GLOBAL>
```

3. Press  (display reads



```
GLOBAL
<RESTRICTION>
```

4. Press  three times (display reads

```
GLOBAL
<BELL SCHEDULE>
```

5. Press  (display reads


```
BELL SCHEDULE
<MON>
```

6. Using the  key, choose the day whose schedule you want to delete. Then press .



- Display reads

```
Dow. BELL SCHED
<EDIT>
```



) *Note: Dow. = Day of the week.*

7. Press  once (display reads


Dow. Bell SCHED
<DELETE>

)
8. Press   (display reads

DEL BELL SCHED
Dow. ? <YES>

)
9. Press   (display reads


BELL SCHEDULE
<Dow. >

)
10. (If applicable) Enter updated schedule (see **To Enter Bell Schedules into Heritage™** on page 46). Otherwise, repeatedly press  to return Heritage to its normal state.


To Add Bell Times to an Existing Schedule

1. Enter password (display reads


MAIN MENU
<SYSTEM PARM>

)
2. Press  four times (display reads


MAIN MENU
<GLOBAL>

)
3. Press  (display reads



GLOBAL
<RESTRICTION>


)
4. Press  three times (display reads


GLOBAL
<BELL SCHEDULE>

)
5. Press  (display reads

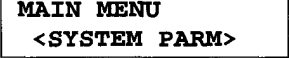



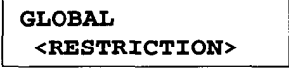

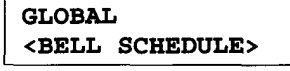

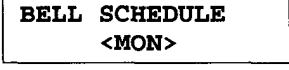


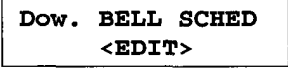






BELL SCHEDULE
<MON>

)
6. Using the  key, scroll to the day of the week (Dow.) you want to add the bell time to. Then press  .
 - Display reads

Dow. BELL SCHED
<EDIT>
7. Repeatedly press  until the display reads

Dow. BELL EVENT:xx
AT HH:MM 03 SEC
8. Enter each additional bell time.
9. Repeatedly press  to return Heritage to its normal state.

To Change or Delete a Bell Time

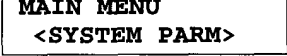



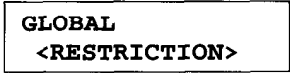



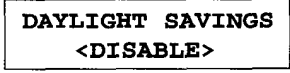



1. Enter password (display reads )
 2. Press  four times (display reads )
 3. Press  (display reads )
 4. Press  three times (display reads )
 5. Press  (display reads )
 6. Using the  key, scroll to the day of the week (Dow.) that contains the bell time you want to change or delete. Then press  .
 - Display reads 
 7. Repeatedly press  until the time that you want to change or delete appears on the display. Then:
 - A. (If changing the time) Change the displayed time to the desired time.
 - B. (If deleting the time) Press  .
 8. Press  . Then press   .
 9. (If applicable) Copy the schedule to other days (see **To Copy a Bell Schedule** on page 48).
 10. Repeatedly press  to return Heritage to its normal state.
-

To Enter Daylight Saving Time Parameters into Heritage

Heritage can be programmed to set itself automatically to and from daylight saving time at the appropriate time every year.

Note: If your area does not recognize daylight saving time, leave the DST parameters disabled.

To program for automatic daylight saving time change:

1. Enter password (display reads )
2. Press  four times (display reads )
3. Press  (display reads )
4. Press  twice (display reads )
5. Press  (display reads )
6. Press  to select **<ENABLE>**. Then press  .
7. Using the Daylight Saving Time Change Chart as a reference (see Figure 25), enter daylight saving time information into Heritage.
8. Repeatedly press  to return Heritage to its normal state.

Typical Filled-Out Daylight Saving Time Chart (Figure 25)

With the DST feature enabled but no other entries made, Heritage uses its DST program's default entries to set itself as follows:

To Daylight Saving Time (Spring Forward) at 02:00 on the 1st Sunday of April.

To Standard Time (Fall Back) at 02:00 on the last Sunday of October.

DST (DAYLIGHT SAVING TIME) CHART			
Choose 1 (DISABLE) (ENABLE)		Note: If disabled, ignore remainder of chart.	
Choose 1 SPRING FORWARD SUNDAY	(FIRST) (SECOND) (THIRD) (FOURTH) (LAST)	Choose 1 SPRING FORWARD MONTH	(APRIL) (MAY) (JUNE) (JULY) (AUGUST) (SEPTEMBER) (OCTOBER) (NOVEMBER) (DECEMBER) (JANUARY) (FEBRUARY) (MARCH)
Enter Time (Default = 02:00) SPRING FORWARD TIME	---		
Choose 1 FALL BACK SUNDAY	(LAST) (FIRST) (SECOND) (THIRD) (FOURTH)	Choose 1 FALL BACK MONTH	(OCTOBER) (NOVEMBER) (DECEMBER) (JANUARY) (FEBRUARY) (MARCH) (APRIL) (MAY) (JUNE) (JULY) (AUGUST) (SEPTEMBER)
Enter Time (Default = 02:00) FALL BACK TIME	---		

Figure 25


To Program Card Initialization Sequence

Depending on the Card Initialization Sequence chosen, Heritage either “batch” initializes cards by *employee name* or by *departments*. If by employee name, Heritage initializes a card for each member of the database — starting with employee A and ending with employee Z. If by departments, Heritage initializes a card for each member of one department — starting with employee A and ending with employee Z — then initializes a card for each member of another department, etc.


To program card initialization sequence:

1. Enter password (display reads


MAIN MENU <SYSTEM PARM>

)
2. Press  four times (display reads


MAIN MENU <GLOBAL>

)
3. Press  (display reads

GLOBAL <RESTRICTION>

)
4. Press  once (display reads

GLOBAL <CARD INIT SEQ>

)
5. Press  (display reads

CARD INIT SEQ <BY EMPL NAME>

)

- Using the Card Initialization Sequence Chart as a reference (see Figure 26), enter initialization sequence into Heritage.

Typical Filled-Out Card Initialization Sequence Chart (Figure 26)

Heritage is programmed to batch initialize cards by departments.

CARD INITIALIZATION SEQUENCE CHART	
(Circle desired sequence)	(BY EMP. NAME) (BY DEPARTMENT)

Figure 26


EMPLOYEE PROGRAMMING

To Enter an Employee into Heritage


In order for Heritage to track an employee's accumulated time, (a) information pertinent to the employee must be manually entered into Heritage and (b) the employee must punch his or her card when beginning and ending work. To enter employee information:

- Enter password (display reads


MAIN MENU <SYSTEM PARM>

)
- Press  three times (display reads

MAIN MENU <EMPLOYEE>

)
- Press  (display reads

EMP <NEW> No. OF No.

)
- Press  (display reads

EMPLOYEE NUMBER: _

)
- Using a completed Employee Entry Form as a reference (see Figure 27), enter the employee into Heritage.

Note 1: In addition to Space (SP), the

SP 1

 key's alpha data includes comma (,), period (.), and apostrophe (').

Note 2: When entering an employee, select the employee's <CURRENT> and <NEXT> pay group(s).

Note 3: When entering an employee who is to punch in immediately, select <BYPASS> restriction mode (RESTMD); when entering an employee who is to punch in at the start of a coming shift, select <ENABLE> restriction mode.

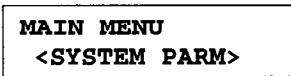



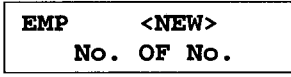



Typical Filled-Out Employee Entry Form (Figure 27)

Note: The OFF-SVCS and MAIL RM departments, and the 8-5 SHFT pay and restriction groups must reside in Heritage before either of the employees can be entered.

EMPLOYEE ENTRY FORM						
Make copies of this chart. Then fill out one chart for every 20 Employees.						
Employee Number	Employee Name	Name of Department	Name of Pay Group	Name of Restriction Grp	See notes 1 & 2	
321456987	TYPICAL, A	P.C. BD.	DAY SHFT	DAY SHFT	D	E O B
155336310	WALLET, M. T.	OFF-SVCS	8-5 SHFT	8-5 SHFT	D	E O B
265336701	BLACK, JACK	MAIL RM.	8-5 SHFT	8-5 SHFT	D	E O B

Figure 27

To Review an Employee's Parameters

1. Enter password (display reads )
2. Press  three times (display reads )
3. Press  (display reads )
4. Using the  key, scroll to the desired employee number.
5. Scroll through the employee's parameters by repeatedly pressing  .
6. Repeatedly press  to return Heritage to its normal state.


To Delete an Employee

IMPORTANT: Prior to deleting an employee, obtain up-to-the-minute reports on the employee.


- When you delete an employee, all time accumulations associated with that employee are purged from the employee database.

- Enter password (display reads



MAIN MENU <SYSTEM PARM>

)
- Press  three times (display reads


MAIN MENU <EMPLOYEE>

)
- Press  (display reads


EMP <NEW> No. OF No.

)
- Using the  key, scroll to the desired employee's number. Then press  .
 - Display reads




EMP Emp.No. <EDIT>

- Press  once (display reads

EMP Emp.No. <DELETE>

)
- Press  (display reads


DEL EMPLOYEE # Emp.No. <NO>

)
- Press  once (to select <YES>) followed by  . Then repeatedly press  to return Heritage to its normal state.


To Edit an Employee's Parameters

- Enter password (display reads

MAIN MENU <SYSTEM PARM>



)
- Press  three times (display reads




MAIN MENU <EMPLOYEE>

)
- Press  (display reads

EMP <NEW> No. OF No.

)

4. Using the  key, scroll to the desired employee's number. Then press  .
 - Display reads

EMP	Emp . No .
	<EDIT>
 5. Scroll through the employee's parameters by repeatedly pressing  until you reach the parameter you want to edit.
 6. Change the parameter. Then press  .
 7. Repeatedly press  to return Heritage to its normal state.
-

TO GENERATE REPORTS

General

Heritage is capable of printing five types of reports on time cards. The following pages describe each report, tell you how to obtain each of the reports, and show you typical reports.

Employee Pay Period Totals Reports

Description

Employee pay period reports consist of a printout, on the bottom of an employee's time card, of five categories of times accumulated during the pay period defined by the dates on the time card.

Typical Employee's Pay Period Report (Figure 28)






Note: The five time categories shown (Regular time, Overtime 1, Overtime 2 Premium Time 1 and Total Time) are the default selections (see To Set Time Card Format on page 17).

Simplex Heritage II™		Employee Time Report							
0303	SRITH, STEVE	PRINT.	06/06/94 - 06/12/94						
IN	OUT	IN	OUT	IN	OUT	T1	T2		
FR 07:59	12:00	13:05	16:59			8:00	0:00		
TH 08:00	11:59	13:00	17:00	17:31	19:00	8:00	1:30		
WE 08:02	12:00	12:55	18:01			8:00	1:00		
TU 07:58	12:02	13:03	17:00			8:00	0:00		
MO 08:00	12:00	13:00	17:00			8:00	0:00		
R=40:00		O1=2:30		O2=0:00		PT1=0:00		T=42:30	

1550-9240 © SIMPLEX TIME RECORDER CO., GARDNER, MA 1-800-625-6206

Figure 28

How to Obtain Employee Pay Period Totals Reports

1. Enter password (display reads MAIN MENU
<SYSTEM PARM>)
2. Press  twice (display reads MAIN MENU
<REPORTING>)
3. Press  (display reads REPORTS
<INIT CARD>)
4. Press  twice (display reads REPORTS
<PAY PERIOD TOTALS>)
5. Press  (motor runs. Then display reads INSERT TIME CARD
RIGHT SIDE UP)
6. Insert an employee's time card (Heritage prints the employee's pay period totals on bottom of card).
 - Upon card removal, display momentarily reads PAY PER TOTALS
COMPLETED . Then display prompts for another time card.
7. Either insert another employee's time card, right side up, into Heritage, or repeatedly press  to return Heritage to its normal state.

Totals Summary Report***Description***

Totals Summary Reports can be used to “weed out” certain employees — such as those who will be shortly earning overtime pay — or to determine the total amount of times accumulated by departments. Employees will be listed only if they have met or exceeded all thresholds.

Typical Summary Report (Figure 29)

This report lists the employees in the Maintenance Department. Notice that all thresholds are set for 00:00; thus, all department employees are listed regardless of their accumulated totals.

Simplex Heritage II™ Employee Time Report

PRY PERIOD SUMMARY 06/02/94 - 06/12/94 PAGE: 01

THRESHOLDS:
R=0:00 DT1=0:00 DT2=0:00 PT1=0:00 T=0:00

DEPARTMENT: MAINT.


EMPLOYEE	ID	R	DT1	DT2	PT1	T
BROWN, MIKE	0906	R=0:00	DT1=1:30	DT2=0:00	PT1=0:00	T=41:30
HAYES, BRIAN	0909	R=0:00	DT1=3:00	DT2=0:00	PT1=0:00	T=43:00
LEWIS, JOE	0787	R=0:00	DT1=0:00	DT2=0:00	PT1=0:00	T=40:00
SHER, BOB	0505	R=0:00	DT1=0:30	DT2=0:00	PT1=0:00	T=40:30
SMITH, STAN	0303	R=0:00	DT1=2:30	DT2=0:00	PT1=0:00	T=42:30
STEWART, PAUL	0808	R=0:00	DT1=2:30	DT2=0:00	PT1=0:00	T=42:30
WHITE, JACK	0904	R=0:00	DT1=1:00	DT2=0:00	PT1=0:00	T=41:00
DEPARTMENT TOTALS		R=200:00	DT1=11:00	DT2=0:00	PT1=0:00	T=291:00

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Figure 29



How to Obtain a Department Totals Summary Report

1. Enter password (display reads **MAIN MENU <SYSTEM PARM>**)
2. Press twice (display reads **MAIN MENU <REPORTING>**)
3. Press (display reads **REPORTS <INIT CARD>**)
4. Press three times (display reads **REPORTS <TOTALS SUMMARY>**)




5. Press  (display reads



TOTALS SUMMARY
PERIOD<PREVIOUS>

)
6. Choose between **<PREVIOUS>** and **<CURRENT>**. Then press  .
- Display reads


TOTALS SUMMARY
DEPT <ALL>
7. (If applicable) Using the  key, scroll to the desired department.
8. Press  (display reads

TOTALS SUMMARY
<PRINT TOTALS>

)
9. Either:
- To obtain a report showing the REG, OT1, OT2, PT1, and TOTAL time accumulated by members of the department(s), press  . Then go to step 12.
- Or...
- To obtain a report showing the REG, OT1, OT2, PT1, and TOTAL time accumulated by members of the department(s) *in excess of specified time thresholds*, press   .
- Display reads

REGULAR
THRESHOLD Q0:00
10. Raise the regular time threshold to the “weed out” level. Then press  .
11. Raise the OT1, OT2, PT1, and TOTAL time thresholds to their weed out levels (or to 99:99). Then press  .
- Display again reads

TOTALS SUMMARY
<PRINT TOTALS>

)
12. Press  .
- Motor runs. Then display reads


INSERT BLANK
CARD

)
13. Insert a blank card, right side up, into Heritage.
- Heritage prints the names of employees who (a) are assigned to the specified department and (b) whose totals equal or exceed the thresholds. In addition Heritage prints the accumulated totals in excess of the thresholds.

Note: Upon filling the card or completing the report, Heritage beeps for you to remove the card.

14. Keep inserting blank cards until the display reads

**TOTALS SUMMARY
COMPLETED**

15. Repeatedly press  to return Heritage to its normal state.

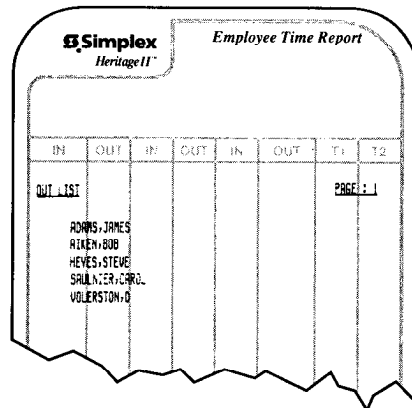
In or Out Reports

Description

An In report lists employees who are presently on-the-clock; an Out report lists employees who are presently off-the-clock. In all other respects, In and Out reports are identical.

Typical Out Report (Figure 30)

Note: This Out report was taken during working hours, and thus serves as an absentee report.




IN	OUT	IN	OUT	IN	OUT	T1	T2
OUT LIST						PAGE: 1	

Figure 30


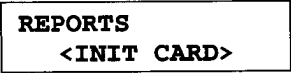

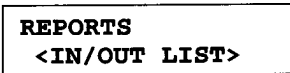

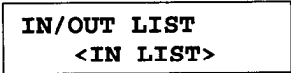



How to Obtain In or Out Reports

1. Enter password (display reads

**MAIN MENU
<SYSTEM PARM>**)

2. Press  twice (display reads

**MAIN MENU
<REPORTING>**)

3. Press  (display reads )
4. Press  three times (display reads )
5. Press  (display reads )
6. Choose between **<IN LIST>** and **<OUT LIST>**. Then press  .
- Motor runs. Then display reads 
7. Insert a blank card into Heritage.
- Heritage prints an alphabetized list of the employees who are presently ON or OFF the clock.
8. Repeatedly press  to return Heritage to its normal state.
-

Database Info Reports

Description

A Database Info report consists of a printout of program or employee parameters presently in Heritage's database.

The following five types of Database Reports are available: <PAY GROUP>; <RESTR GROUP>; <GLOBAL PARMS>; <EMPLOYEE>; and <SYSTEM PARMS>.

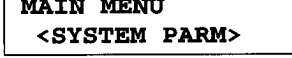



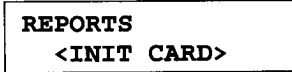

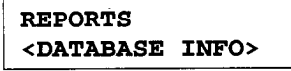

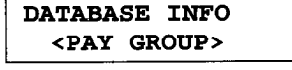

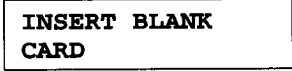
Typical Database Info Report (Figure 31)


This report, which is printed on a blank time card, lists the STANDARD pay group's default parameters. As noted earlier, the STANDARD pay group is installed in every Heritage during manufacture.

IN		OUT		IN		OUT		T1	T2
DATABASE		PAY GROUP				PAGE : 01			
PAY GROUP NAME						STANDARD			
F/L PUNCH ROUNDING						NO			
MIDDLE PUNCH ROUNDING						NO			
TOTAL ROUNDING						NO			
AUTO BREAK DEDUCTION						NO			
ABSOLUTE SHIFT CUTOFF						12:00			
UNWORK HOLIDAY TIME						08:00			
UNWORK HOLIDAY PAY TYPE						REGULAR			
WORK HOLIDAY PAY TYPE						PT1			
HOLIDAY OT THRESHOLD						08:00		24:00	24:00
PREMIUM TIME START & PAY TYPE						NONE			
DAILY OT THRESHOLD									
MON	TUE	WED	THU	FRI	SAT	SUN			
24:00	24:00	24:00	24:00	24:00	24:00	24:00			
24:00	24:00	24:00	24:00	24:00	24:00	24:00			
24:00	24:00	24:00	24:00	24:00	24:00	24:00			
PERIOD OF LENGTH						07			
PERIOD OF START						03/07/94			
PERIOD OF THRESHOLD						99:00		99:00	99:00
PREMIUM TIME OT ACCUMULATION						YES			
DAY SPAN ALLOCATION						DAYOFINPUNCH			

Figure 31

How to Obtain a Database Info Report

1. Enter password (display reads )
2. Press  twice (display reads )
3. Press  (display reads )
4. Press  twice (display reads )
5. Press  (display reads )
6. Choose between **<PAY GROUP>**, **<RESTR GROUP>**, **<GLOBAL PARMS>**, **<EMPLOYEE>**, and **<SYSTEM PARMS>**. Then press  .
 - Motor runs. Then display reads 
7. Insert a blank card into Heritage.
 - Heritage prints the information presently in its database that applies to the selected subject. Then Heritage sounds a quarter-second-long peep.
8. Upon hearing the peep, remove the card.

Note: Should the information requested require more than one card, Heritage prompts for another blank card.
9. Repeatedly press  to return Heritage to its normal state.

TO INITIALIZE TIME CARDS

General

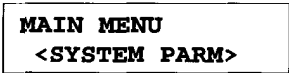






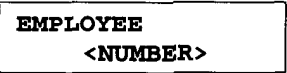






An employee must be entered into Heritage before a time card for that employee can be initialized.

When an initialized time card is inserted into Heritage, Heritage uses the bar code on the back of the card to (a) identify the card user and (b) to identify the card's pay period.

Heritage recognizes three pay periods, and acts on cards for those pay periods as follows:

- Previous pay period = Allows previous pay period totals to be printed anytime during the current pay period.
- Current pay period = Can process In and Out punch times during the pay period now in effect.
- Next pay period = Can be initialized anytime during the present pay period, but cannot be punched until the next pay period becomes the present pay period.

To Initialize and Re-create a Time Card for a Single Employee



1. Enter password (display reads )
2. Press  three times (display reads )
3. Press  (display reads )
4. Using the  key, scroll to the desired employee's number. Then press  twice.
 - Display reads 
5. Press  once (display reads )
6. Press  (display reads )
7. Using the  key, scroll to the desired pay period (<PREVIOUS>, <CURRENT> or <NEXT>). Then press  .
 - Motor runs. Then the display prompts you to insert a time card for the employee selected in step 4.

8. Insert a unused, upside down time card into Heritage.
 - Heritage prints on the card the employee's number and (optional) name, the employee's department (or NONE, if applicable) and the start and end dates of the requested pay period (previous, current, or next).

- Display reads

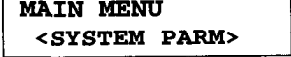

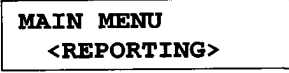

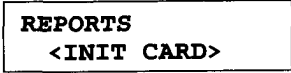

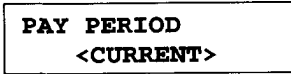


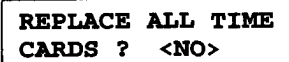
```
Emp. Name
RECREATE CARD<Y>
```





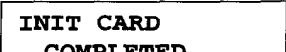
Note: If you do not want to re-create a card, skip steps 9 and 10. Go to step 11.

9. To re-create the employee's punches to date, press .
 - Motor runs. Then the display prompts you to insert a time card.
10. Insert the just-initialized card into Heritage.
 - Heritage prints all punches and daily totals to date on the card. Edited or inserted punches are over-lined.
11. Repeatedly press  to return Heritage to its normal state.

To [Batch] Initialize Time Cards

The batch initializing procedure allows you to initialize cards for the entire work force in a short length of time. To batch initialize:

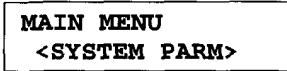






1. Enter password (display reads )
2. Press  twice (display reads )
3. Press  (display reads )
4. Press  (display reads )
5. Using the  key, scroll to the desired pay period (<CURRENT>, <NEXT> or <PREVIOUS>). Then press .
 - Display reads 

6. Either...
- A. If initializing *new* cards for the pay period, select <NO> by pressing  (see note following step 8).
- Or...
- B. If initializing *replacement* cards for the pay period, select <YES> by pressing  .
- In either of the above cases, the motor runs. Then the display prompts you to insert a time card for a specific employee.
- Note:* To bypass the named employee, press .
7. In a smooth and continuous motion, rapidly insert an upside down time card into Heritage.
- Heritage prints on the card an employee's number and (optional) name, the employee's department (or NONE, if applicable), and the start and end date of the selected pay period. Then the display prompts for another card.
8. Repeat step 7 until the display reads 

Note: If you selected <NO> in step 6, Heritage automatically tracks the cards as they are initialized. This prevents the omission or duplication of employee cards should you be interrupted while batch initializing.

To [Batch] Re-create Time Cards

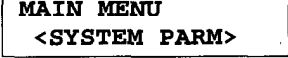



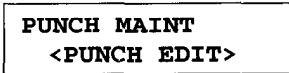





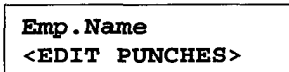

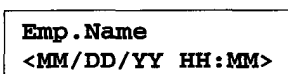



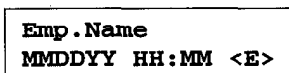




The batch re-creation procedure allows you to re-create cards for the entire work force in a short length of time. To batch re-create:

1. Enter password (display reads )
2. Press  twice (display reads )
3. Press   (display reads )
4. Press . (Motor runs. Then the display prompts for you to insert a [newly initialized] time card.)
5. Insert time cards for all work force members (Heritage prints updated information on each employee's time card).

TO EDIT EMPLOYEE PUNCHES

Employee punch times can either be edited (changed), deleted, or inserted (added). The following information tells you how to perform each of these functions.

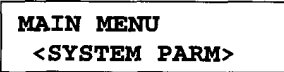



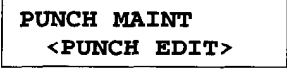





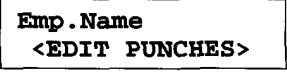

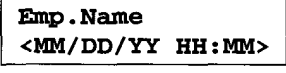


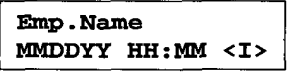




To Edit (Change) an Employee's Punch Time

1. Enter password (display reads )
2. Press  once (display reads )
3. Press  (display reads )
4. Press  (display reads )
5. Using the  or  key, scroll to the desired employee's name.
6. Press  (display reads )
7. Press  (display reads )
8. Using the  or  key, scroll to the time you want to change.
9. Press  (display reads ) *Note: <E> = Edit.*
10. Press  . Then press the keys representing the new punch time in MMDDYYHHMM format.
11. Press  . Then either press  once to return to step 5 (see note below) or repeatedly press  to return Heritage to its normal state.

Note: Starting from step 5, you can change another punch time, add a punch time (see page 70), delete a punch time (see page 71), or re-create a time card for the same employee (see page 72).













To Insert (Add) an Employee's Punch Time

Note: Heritage automatically inserts added punches in the appropriate position. Hence, added punches need not be entered in chronological order. Just (a) select <I> (for Insert), and then (b) enter the missing punch time.

1. Enter password (display reads )
2. Press  once (display reads )
3. Press  (display reads )
4. Press  (display reads )
5. Using the  or  key, scroll to the desired employee's name. Then press  .
 - Display reads 
6. Press  . (display reads )
7. Press   .
 - Display reads  *Note: <I> = Insert.*
8. Press  . Then press the keys representing the "to-be-added" punch time in the MMDDYYHHMM format.
9. Press  . Then either press  once to return to step 5 (see note below) or repeatedly press  to return Heritage to its normal state.

Note: Starting from step 5, you can add another punch time, change a punch time (see page 69), delete a punch time (see page 71), or re-create a time card for the same employee (see page 72).

To Delete an Employee's Punch Time

1. Enter password (display reads MAIN MENU
<SYSTEM PARM>)
2. Press  once (display reads MAIN MENU
<PUNCH MAINT>)
3. Press  (display reads PUNCH MAINT
<PUNCH EDIT>)
4. Press  (display reads PUNCH EDIT
<Emp . Name >)
5. Using the  or  key, scroll to the desired employee's name. Then press  .
 - Display reads Emp . Name
<EDIT PUNCHES>
6. Press  (display reads Emp . Name
<MM/DD/YY HH:MM>)
7. Using the  or  key, scroll to the time you want to delete. Then press   .
 - Display reads Emp . Name
MMDDYY HH:MM <D> *Note: <D> = Delete.*
8. Press  . Then either press ESC once to return to step 5 (see note below) or repeatedly press ESC to return Heritage to its normal state.


Note: Starting from step 5, you can delete another punch time, change a punch time (see page 69), add a punch time (see page 70), or re-create a time card for the same employee (see page 72).

To Re-create an Employee's Time Card


The procedure from step 1 through step 11 allows the re-creation of a time card when Heritage is in its normal state. The procedure starting from step 5 allows the re-creation of a time card immediately following the editing of an employee's punches.

1. Enter password (display reads


MAIN MENU <SYSTEM PARM>

)
 2. Press  once (display reads




MAIN MENU <PUNCH MAINT>

)
 3. Press  (display reads


PUNCH MAINT <PUNCH EDIT>

)
 4. Press  (display reads


PUNCH EDIT <Emp.Name >

)
 5. Using the  or  key, scroll to the desired employee's name. Then press  .
 - Display reads



Emp.Name <EDIT PUNCHES>

 6. Press  (display reads

Emp.Name <CARD RECREATE>


)
 7. Press  (display reads

CARD REPLACE PERIOD<PREVIOUS>

)
 8. Using the  key, scroll to the desired pay period (<PREVIOUS>, <CURRENT> or <NEXT>). Then press  .
 9. Motor runs. Then the display prompts you to insert a time card for the employee selected in step 5.
 10. Insert an unused, upside down card into Heritage.
 - Display reads

Emp.Name RECREATE CARD<Y>

 11. Insert the just-initialized card into Heritage.
 - Heritage prints all punches and daily totals to date on the card. Edited or inserted punches are overlined.
-

12. Repeatedly press  to return Heritage to its normal state.

TO PURGE PREVIOUS PAY PERIOD PUNCHES

A Heritage programmed for SUPERVISOR purge mode (see page 20) stops accepting punches when its punch memory buffers are full.

Prior to shutting down because of full punch memory buffers, Heritage displays the message shown in Figure 32 for three seconds following every punch; after shutting down because of full punch memory buffers, Heritage displays the message shown in Figure 33 for three seconds following every punch attempt.

**PURGE REQUIRED
< 10 PUNCHS LEFT**

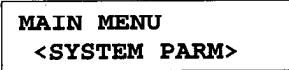

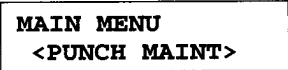






Figure 32



**NOT RECORDED
NO SPACE LEFT**

Figure 33

IMPORTANT: Be sure to take all needed previous pay period reports prior to purging Heritage of previous pay period punches.


To purge previous pay period punches:

1. Enter password (display reads )
2. Press  once (display reads )
3. Press  (display reads )
4. Press  once (display reads )
5. Press  (display reads )

6. Press  (to change <NO> to <YES>). Then press .

- Heritage beeps and, for 3 seconds, displays

**PURGE
COMPLETED**

7. Repeatedly press  to return Heritage to its normal state.

APPENDIX A

Accounting Unit (A.U.) Rules

Note: Heritage always prints actual punch times on the card.

Rule 1: A.U.s start at 00 minutes of each hour or multiples of the A.U. value thereafter. For example, 15 minute A.U.s start at :00, :15, :30, and :45 minutes of each hour.

Rule 2: The In Punch Tolerance (In Tol.) applies only to In punches; the Out Punch Tolerance (Out Tol.) applies only to Out punches.

Rule 3: When an In Tol. is 00, all In registrations which (a) are subject to A.U. rules and which (b) are made after the initial minute of an A.U. start are internally rounded forward to the initial minute of the next later A.U.

Example: A.U. = 15 Heritage internally rounds the In punch to
 In Tol. = 00 08:15 for payroll purposes.
 Punch time = 08:01

Rule 4: When an Out Tol. is 00, all Out registrations which (a) are subject to A.U. rules and which (b) are made after the initial minute of the A.U. start are internally rounded forward to the initial minute of the next later A.U.

Example: A.U. = 15 Heritage internally rounds the Out punch to
 Out Tol. = 00 16:00 for payroll purposes.
 Punch time = 15:46

Rule 5: The maximum permissible length (duration in minutes) of either an In Tol. or an Out Tol. is the length of the A.U. minus 1. For example, the maximum tolerance that may be applied to a 15 minute A.U. is 14.

Rule 6: A.U. tolerances cause Heritage to round actual punch times as follows:

- When the printed punch time is equal to or earlier than the length of the tolerance from the start of an A.U., Heritage internally rounds the punch time back to the start of the A.U.

Example 1: A.U. = 15 Heritage internally rounds an In punch to
 In Tol. = 07 08:00 for payroll purposes.
 Punch time = 08:07

- When the printed punch time is later than the length of the applicable tolerance from the start of an A.U., Heritage internally rounds the punch time forward to the start of next later A.U.
-

Example 2: A.U. = 15 Heritage internally rounds an In punch to
 In Tol. = 07 08:15 for payroll purposes.
 Punch time = 08:08

Rule 7: Use only the following A.U. values:

- If Heritage is to print the time in hours and minutes:

1	3	5	10	15	30
2	4	6	12	20	

- If Heritage is to print the time in hours and hundredths:

3 (5 hundredths)	15 (25 hundredths)
6 (10 hundredths)	30 (50 hundredths)
12 (20 hundredths)	

A.U. Rounding Values

- For actual punch times, enter an A.U. of 1 and a tolerance of :00.
 - For nearest 1/10th hour, enter an A.U. of 6 and a tolerance of :02.
 - For nearest 1/6th hour, enter an A.U. of 10 and a tolerance of :04.
 - For nearest 1/5th hour, enter an A.U. of 12 and a tolerance of :05.
 - For nearest 1/4th hour, enter an A.U. of 15 and a tolerance of 07.
 - For others, use rules above to determine A.U. and Tol.
-

APPENDIX B

Explanation of Automatic Break Deduction Parameters

The automatic break deduction allows Heritage to process both punched and unpunched breaks. For punched breaks, Heritage deducts the elapsed time separating the Out-for and In-from break punches, and then applies rounding rules to the break duration; for unpunched breaks, Heritage automatically deducts the time duration employees should have spent on break when break punches are missing.

Heritage determines when to automatically deduct break time as follows:

1. If uninterrupted on-the-clock time (the time separating an In punch from its subsequent Out punch) exceeds the break 1 threshold, Heritage deducts break 1's duration from the employee's total elapsed time.
2. If uninterrupted on-the-clock time exceeds the break 2 threshold, Heritage ignores the break 1 parameters, and deducts the break 2's duration from the employee's total elapsed time.
3. If uninterrupted on-the-clock time exceeds the break 3 threshold, Heritage ignores the breaks 1 and 2 parameters, and deducts the break 3 duration from the employee's total elapsed time.

Note: Ensure that each break threshold carries past the time of the break it applies to, but does not carry into the time of a following break, or beyond the shift's end time.

Example 1: Employees are expected to take a 60-minute break during an eight-hour shift, program **<BREAK RULES>** as follows:

Break 1 Thres. 07:00 Dur. :60
Break 2 Thres. 24:00 Dur :00 (default)
Break 3 Thres. 24:00 Dur :00 (default)

- Notice that the Break 1 threshold runs out seven hours *after* shift start, but two hours *before* shift end. Since employees are expected to go on break approximately four hours after shift start, a 7:00 break threshold adequately covers note 1's requirement.

Example 2: Employees are expected to take a 15-minute break two hours after starting work, a 30-minute break four hours after starting work, and a second 15-minute break seven hours after starting work, program **<BREAK RULES>** as follows:

Break 1 Thres. 03:30 Dur. :15
Break 2 Thres. 06:00 Dur :45
Break 3 Thres. 08:00 Dur :60

Notice that:

- A. Break 1's threshold ends 3:30 after shift start (1:30 *after* break 1 starts and :30 *before* break 2 starts). Therefore, employees who do NOT punch for break 1 have :15 of break time automatically deducted.

Also notice that employees who punch for break 2 but do NOT punch for breaks 1 and 3 receive two :15 automatic break deductions: the first 3:30 after shift start; the second 3:30 after they punch in from break 2.

- B. Break 2's threshold ends 6:00 after shift start (2:00 *after* break 2 starts and 1:00 *before* break 3 starts). Therefore, employees who do NOT punch for breaks 1 and 2 have :45 of break time automatically deducted.

- In rare instances, programming Heritage to handle multi-break shifts will result in employees receiving improper daily totals — totals which require editing.

Note that, in example 2, the time spanning break 1's end and break 3's start exceeds the break 2 threshold. Hence, employees who punch for breaks 1 and 3, but do not punch for break 2, have a :45 automatic break deduction (rather than the :30 minute deduction that they should receive). Thus, employees who punch for breaks 1 and 3, but do NOT punch for break 2, must have :15 added to their daily total time.

- C. Break 3's threshold ends 8:00 after shift start (2:30 *after* break 2 ends and 1:00 *before* the shift ends). Therefore, employees who do NOT punch for breaks 1, 2, and 3 have :60 of automatic break deducted.

Example 3: Employees are expected to take breaks totaling 30 minutes when working a single eight-hour shift, 45 minutes when working a shift and a half, and 60 minutes when working a double shift. Program <BREAK RULES> as follows:

Break 1 Thres. 06:30 Dur. :30
Break 2 Thres. 11:00 Dur. :45
Break 3 Thres. 15:00 Dur. :60

- Again, Heritage automatically deducts the correct amount of time from employees who do not punch for break throughout a shift, a shift and a half, or a double shift. But those few employees who punch for break 1, but not for the subsequent break, will have excessive break time deducted. And their totals will require editing.
-

APPENDIX C

Explanation of ABS SHT CUTOFF (Absolute Shift Cutoff)

The absolute shift cutoff tells Heritage the maximum amount of time (in hours and minutes from the time of their last In punch) employees *who work across the logical day start (LDS)* may remain on the clock before they are assumed to have failed to punch out.

To determine the appropriate ABS SHT CUTOFF value, add a one hour safety factor to the maximum length of time employees may work, and enter that duration in the ABS SHT CUTOFF field. For example:

- If the maximum time an employee in the OFFICE pay group may work is 12 hours (a shift and a half), enter 13:00 (12 hours plus a 1 hour safety factor) as the ABS SHT CUTOFF for the OFFICE pay group.
- If the maximum time an employee in the SHFT 3 pay group may work is 16 hours (a double shift), enter 17:00 (16 hours plus a 1 hour safety factor) as the ABS SHT CUTOFF for the SHFT 3 pay group.

Note: ABS SHT CUTOFF default value = 12:00

APPENDIX D

Pay Period Start Overlap Description

Pay periods start on the first day of a pay period at the logical day start (LDS), and end immediately prior to the LDS on the last day of the pay period. If, for example, weekly pay periods are to start on Mondays, and the LDS is programmed for 00:00, each pay period starts at 00:00 on a Monday, and effectively ends at 23:59 59" the following Sunday.

The pay period start overlap allows, but does not require, your payroll department to issue "next pay period" time cards on the last day of the pay period to employees whose normal work shift spans the LDS. For example, to employees whose work shift starts at 23:00 on Sunday, and ends at 07:00 on Monday.

To determine the length of the PP START OVERLAP, use the earliest time an employee whose shift spans the LDS can be expected to punch In-for-Work. If, for example, the employees described above can all be expected to punch In after 22:00 on Sunday, the overlap duration can be left at 02:00 (its default value). If, on the other hand, some employees whose shift spans the LDS can be expected to punch in up to three hours before the LDS, enter 04:00 (three hours plus a one hour safety factor) for the PP START OVERLAP duration.

Pay Period End Overlap Description

The pay period end overlap allows, but does not require, employees whose shift spans the pay period end to punch Out-for-Day on the same time card as was used throughout the previous pay period. For example, employees who punch In-for-Work five hours before the end of a pay period, and punch Out-for-Day three hours after the start of the subsequent pay period.

To determine the length of the PP END OVERLAP, use the latest time an employee whose shift spans the LDS can be expected to punch Out-for-Day. If, for example, the employees described above can all be expected to have punched Out-for-Day four hours after the LDS, enter 05:00 (four hours plus a one hour safety factor) for the PP END OVERLAP duration.

APPENDIX E

How to Reset Heritage (Figure 34)

Heritage must be reset whenever (a) the time on the display stops advancing or (b) cards cannot be punched (although Heritage does not display reasons for the punch failures).

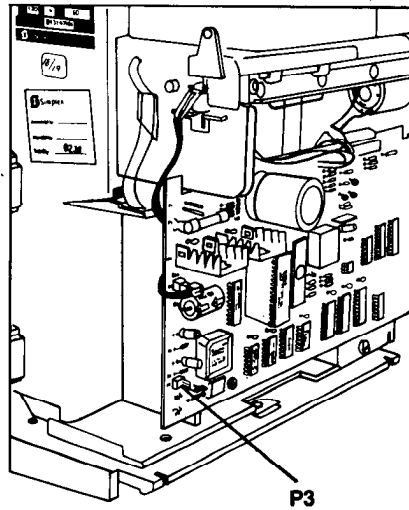


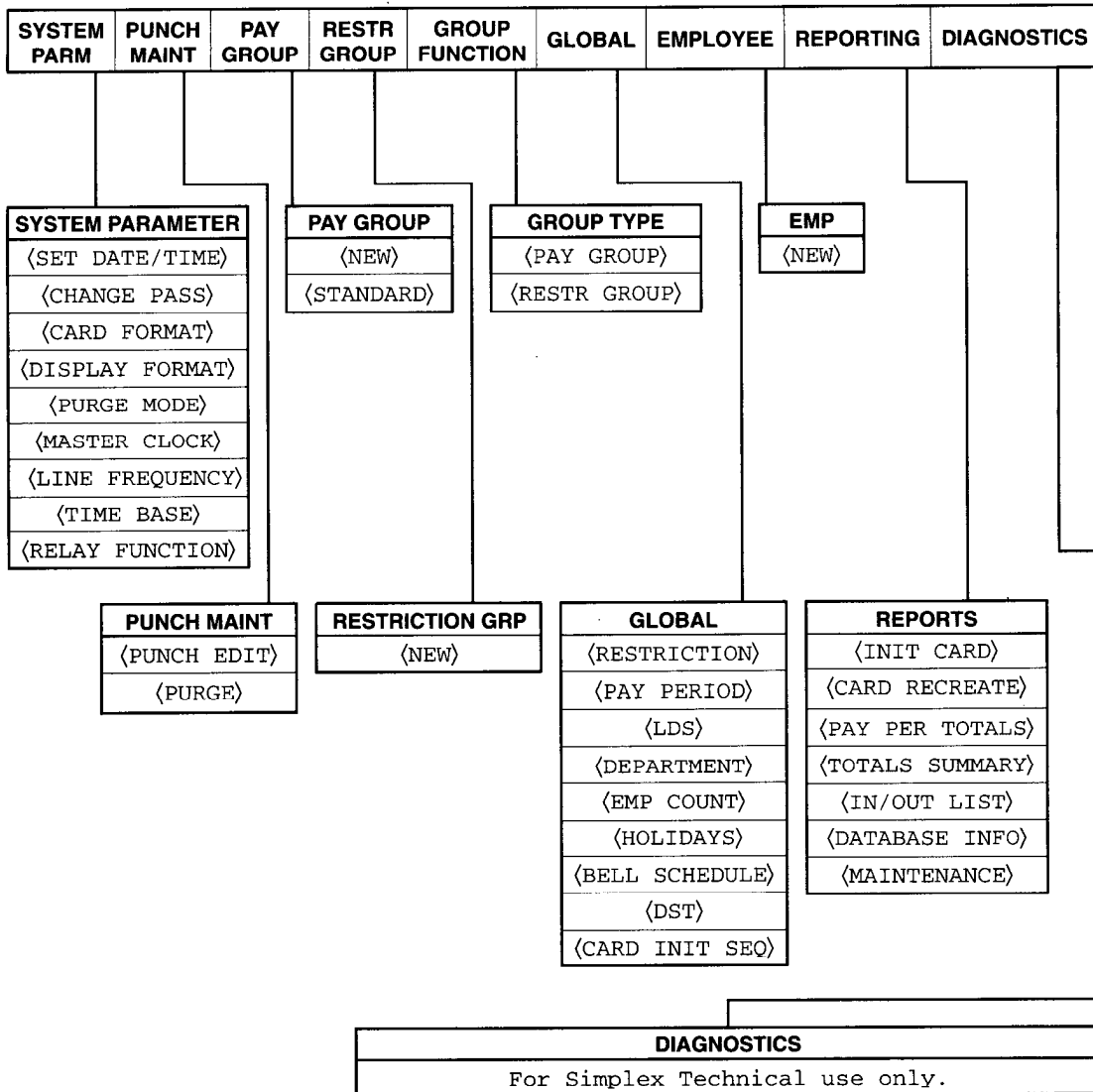
Figure 34

To reset Heritage:

1. Unlock and remove the cover from Heritage.
 2. Using the tip of a screwdriver or the metal tip on a ball-point pen as a shorting device, short the pins on connector plug P3 together.
 - Following removal of the shorting device, Heritage repositions its print trigger mechanism and, after displaying **PRINTER BUSY, PLEASE WAIT**, displays the current time (with advancing seconds).
-

APPENDIX F

Main Menu







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