



# timeQplus

## BIOMETRIC

Employees "punch in and out" using fingerprint



Designed for QuickBooks®

*Advanced Biometric Solution for Time & Attendance*

With Acroprint, you can take control of your labor costs. Lost minutes could be costing you thousands of dollars per year. Based on 250 working days per year, the chart below shows actual time lost at the conservative rate of 20 minutes per day.

# EVERY MINUTE COUNTS.

| HOURLY RATE | COST PER MINUTE | NUMBER OF EMPLOYEES |         |          |          |          |           |
|-------------|-----------------|---------------------|---------|----------|----------|----------|-----------|
|             |                 | 2                   | 5       | 10       | 25       | 50       | 100       |
| \$8.00      | \$0.1333        | \$1,333             | \$3,333 | \$6,667  | \$16,667 | \$33,333 | \$66,667  |
| \$12.00     | \$0.2000        | \$2,000             | \$5,000 | \$10,000 | \$25,000 | \$50,000 | \$100,000 |
| \$15.00     | \$0.2500        | \$2,500             | \$6,250 | \$12,500 | \$31,250 | \$62,500 | \$125,000 |

## FEATURES

- Ideally suited for small businesses who want to automate their time and attendance process and eliminate buddy punching.
- Included software capacity for 125 employees. Easy to manage additional employees with a 25 user upgrade. Upgrade options can handle up to 250 employees.
- Can handle weekly, biweekly, semi-monthly and monthly pay periods including up to 12 shifts with two levels of overtime.
- timeQplus™ Software allows you to edit employee punches, view reports at your PC monitor, export data to 3rd party payroll programs, and save data to text file.
- **NEW** Job costing functionality allows your employees to punch IN/OUT using work codes for labor tracking.
- **NEW** Employee Status and Total Hours Worked are now displayed on the terminal screen when clocking IN/OUT.
- Exports directly to popular payroll formats, including QuickBooks®, eliminating the need for manual calculations.
- Multiple report options including Hours Summary and Time Cards.
- Software or user interface available in English, Spanish and French.

### Employees punch In/Out using fingerprint or PIN/password

- Helps control buddy punching.
- Enroll up to (9) backup fingerprints per employee.

### Automates Time & Attendance Process

- Reports regular hours, two levels of overtime, vacation, sick/personal hours, holidays and other categories.
- Export data to 3rd party payroll programs and save data to text file.

### Large Storage Capacity Biometric Terminal

- Easy to manage and add additional terminals. Holds up to 50,000 transactions with a fingerprint capacity of 1500 fingerprints.

### Perfect for the small business

- Easy to set up PC software, terminal connects directly to PC or Ethernet via Local Area Network.
- Grows with your business. Flexibility to add new users and terminals.

### Terminal Retains Data

- Transactions are stored on the terminal until retrieved by the PC application.

### No Need for Badges

- Eliminates the cost of replacement badges, saves you money.

## Punch In



## Edit Time Cards and Print Reports from Your Computer

eQplus  
View Documentation Help

Home Select an Employee:  
Stevenson, Matt

Employees

Messages

Setup

Shifts

Punch Editing

Reports

Export

Supervisors

Time Clock

| !   | Date           | Time     | Work Code |
|-----|----------------|----------|-----------|
| CLK | Mon 01/16/2012 | 1:41 PM  | 1011      |
| CLK | Mon 01/16/2012 | 2:30 PM  | 1011      |
| CLK | Mon 01/16/2012 | 5:40 PM  | 1011      |
|     |                | Missing  |           |
| CLK | Tue 01/17/2012 | 9:21 AM  | 1011      |
| CLK | Tue 01/17/2012 | 12:49 PM | 1011      |
| CLK | Tue 01/17/2012 | 1:27 PM  | 1011      |
| CLK | Tue 01/17/2012 | 5:32 PM  | 1011      |

Transaction Insert

Date: 1/15/2012 Insert

Type: Punch Delete

Time: 12:00 AM Details

Work Code:

## Export Data to Payroll

Time Card Report

1/24/2012  
12:20 PM

Stevenson, Matt  
1275

|                          | IN      | OUT      | Hours        | Period | REG | O |
|--------------------------|---------|----------|--------------|--------|-----|---|
| 1/16/2012                | 1:41 PM | 2:30 PM  | 0.49         |        |     |   |
| 1/16/2012                | 5:40 PM | MISSING  | ??           | 0:49   |     |   |
| 1/17/2012                | 9:21 AM | 12:49 PM | 3.28         |        |     |   |
| 1/17/2012                | 1:27 PM | 5:32 PM  | 3.43         | 7:11   |     |   |
| day 1/18/2012            | 9:16 AM | 1:17 PM  | 3.44         |        |     |   |
| day 1/18/2012            | 1:58 PM | 5:31 PM  | 3.31         | 7:15   |     |   |
| 1/19/2012                | 9:18 AM | 1:55 PM  | 3.42         |        |     |   |
| 1/19/2012                | 2:33 PM | 5:37 PM  | 3.04         | 6:46   |     |   |
| 1/20/2012                | 9:27 AM | 1:54 PM  | 3.33         |        |     |   |
| 1/20/2012                | 2:27 PM | 5:26 PM  | 2.59         | 6:32   |     |   |
| <b>Pay Period Totals</b> |         |          | <b>Hours</b> |        |     |   |
| Regular                  |         |          | 28.33        |        |     |   |
| Overtime Level 1         |         |          | 0.00         |        |     |   |
| Overtime Level 2         |         |          | 0.00         |        |     |   |
| Sick                     |         |          | 0.00         |        |     |   |
| Vacation                 |         |          | 0.00         |        |     |   |
| Holiday                  |         |          | 0.00         |        |     |   |
| OTH                      |         |          | 0.00         |        |     |   |
| FMLA                     |         |          | 0.00         |        |     |   |
| <b>Pay Period Total</b>  |         |          | <b>28.33</b> |        |     |   |

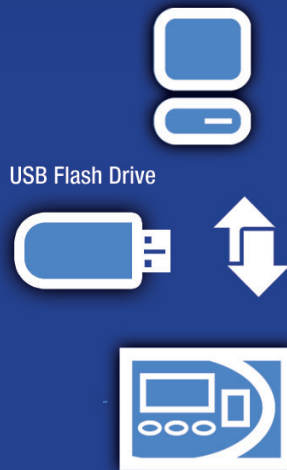
Manager's Signature

Employee's Signature

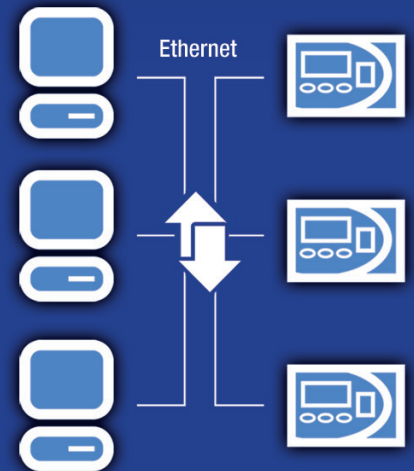
## FLEXIBLE COMMUNICATION OPTIONS



Connect directly to PC



USB Flash Drive data transfer  
for remote installations



Connect to Ethernet on  
Local Area Network



# timeQplus

## BIOMETRIC

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### Payroll Exports:

- PrimePay®
- Paychex Paylink®
- ADP®
- QuickBooks®
- Paychex®
- Premier®
- Custom Export Builder

### Reports:

- Employee Profiles
- Rules Setup
- Shifts
- Time Card
- Holidays
- Hours Summary
- Raw Transactions
- Time Card Approvals
- Approaching Overtime
- Daily Totals By Day
- Daily Totals By Employee
- Who's IN, Who's OUT
- Work Codes Total by Work Code
- Work Codes Total by Employee

### timeQplus™ Biometric Includes:

- Biometric terminal
- Software CD
- 5 ft. Ethernet (CAT5) cable
- 5 ft. USB cable
- 5 ft. RS232 cable
- Power supply
- Quickstart Guide
- Mounting plate
- User interface available in English, Spanish and French

### Terminal Specifications:

- Punch In/Out: Fingerprint only, User ID & Fingerprint, User ID & Password
- Connects to PC via: serial (RS232), Ethernet (CAT5) or USB (serial) cable
- USB memory flash drive allows you to transfer punches from the terminal for remote installations
- Operating Temperature: 32° - 104°F (0°C - 40°C)
- Display: 128 x 64 Graphical Backlit LCD

Visit [www.acroprint.com](http://www.acroprint.com) for updates and additional information

### Systems Requirements

- IBM® PC Compatible Computer
- Intel® Pentium 4 compatible, 1 GHz or faster
- 1 GB RAM or more
- 1 GB disk space minimum available
- CD-ROM OR DVD-ROM drive
- Super VGA (1,024 x 768) or higher resolution video adapter and monitor
- Windows® XP professional
- Windows® Server 2003/2008
- Windows® Vista
- Windows® 7

## ADD-ON TERMINAL SELECTION



### Biometric Terminal

Additional biometric terminals can be added as needed to manage your growing business.



### Proximity Terminal

Employees can punch IN/OUT with the wave of a proximity badge, mix and match hardware to best meet your business needs.



### Magnetic Stripe/Barcode Terminal

Highly durable and reliable magnetic stripe or barcode terminals. Built-in relay contact allows to connect an external bell.

Visit [www.acroprint.com](http://www.acroprint.com) for a complete list of terminal options and accessories available.

Contact your Acroprint Dealer for complete details and pricing.



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[www.acroprint.com](http://www.acroprint.com)