



*Identify with Excellence™*



*Expanding  
the power of*



Empower your employees! With **PCPunch®**, employees can perform In/Out Punches, Pay Code Edits, Labor Transfers, and view Accrual, Schedule, or Timesheet information from the convenience of either their own PC or centralized kiosks—eliminating the need for time clocks, badges, cables, and hardware maintenance.

**PCPunch** is ideal for the office environment where it is necessary to record employee time and attendance. Designed to interact directly with CelériTime™ time and attendance software, **PCPunch** provides a completed audit trail of who, where, and when.

Perform actions for Roettger, Bill

Punch Pay Code Edit Reports

08/23/06 08:12 AM

Account

Activity

OK Clear Cancel

**Punches:**

- Labor Transfers
- Activity Codes

Perform actions for Roettger, Bill

Punch Pay Code Edit Reports

Pay Code

Effective Date Effective Time

8/23/2006 12:00 AM

Amount 0.00

Account

OK Clear Cancel

**Pay Code Edits:**

- Hours Entry of Vacation, Sick, and etc.
- Current of Future Pay Periods



### Security:

- Employee Swipes Badge
- Enters PIN (personal identification number/password)

*PIN is optional*

### View Reports:

- Schedule Detail Report**
- Accruals Report**  
(taken and current balance)
- Timesheet Report**  
(punches and totals)

**Schedule Detail**

8/16/2006 8:51:33AM 1  
Date Range: 07/30/2006 - 08/05/2006

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Name: Roettger, Bill Home Account: 100/140/5  
Number: 4001 Badge Number: 24001

Details	Duration	Account	Activity Code
7/31/2006 8:00 AM - 10:00 AM	2:00		Meeting
10:00 AM - 5:00 PM	6:00		
8/1/2006 8:00 AM - 5:00 PM			
8/2/2006 8:00 AM - 1:00 PM			
1:00 PM - 5:00 PM			
8/3/2006 8:00 AM - 1:00 PM			
1:00 PM - 5:00 PM			
8/4/2006 Vacation			

**Accruals**

8/16/2006 9:01:33AM 1  
Date Range: 07/01/2006 - 08/16/2006

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Name: Roettger, Bill Home Account: 100/140/5  
Number: 4001 Badge Number: 24001

Accrual Code	Vacation	Begin Balance	120:00
Date	Amount	Type	Pay Code
7/27/2006	-8:00	Used	Vacation
8/4/2006	-8:00	Used	Vacation
			Balance
			112:00
			104:00

**Timesheet**

8/16/2006 9:06:32AM 1  
Date Range: 05/21/2006 - 05/27/2006

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Name: Roettger, Bill Home Account: 100/140/5  
Number: 4001 Badge Number: 24001

Punch Date	In	Account	Out	Hours	Daily	Pay Period
Pay Period Start: 05/16/2006 Tuesday						
5/22/2006	Mon	9:00 AM	100/140/5	6:00 PM	8:30	8:30
5/23/2006	Tue	7:36 AM	100/140/5	5:30 PM	9:30	18:00
5/24/2006	Wed	8:25 AM	100/140/5	6:23 PM	9:30	27:30
5/25/2006	Thu	7:08 AM	100/140/5	5:00 PM	9:30	
		5:00 PM	100/140/5	7:13 PM	2:15	11:45
5/26/2006	Fri	6:00 AM	100/140/5	3:59 PM	9:29	
		3:59 PM	100/140/5	6:00 PM	7:01	11:30
<b>Employee Totals</b>						
Pay Code		Duration		Dollars		
Reg		40:00		\$ 0		
Overtime		10:45		\$ 0		

### Control:

Specify which features are available for each employee. Should the employee be able to:

- Perform Labor Transfers
- Select Activity Codes
- Perform Pay Code edits
- View Reports

### System Requirements:

- Windows 2000, Windows XP
- LAN/WAN connection to CelériTime server



9100 35-W South  
Bloomington, MN 55431  
[www.idbadges.com](http://www.idbadges.com)

**Sara Ideker**  
tel. (952) 881-0634 ext. 302  
fax. (952) 881-3234