BundyPlus™

Manual

Software Version 1.1.7 (c)
(Last updated Thursday 23rd November 2006)

Contents

Maintenance:

The menu items listed below are not listed in the order displayed in BundyPlus but are listed in the order that you should set-up the data.

Daily Operations:

Processing the Payroll:

BundyPlus Overview:

BundyPlus is a simple Time & Attendance System specifically designed for businesses with employee numbers of between 1 and 200. It uses timeclocks manufactured by us with all the appropriate software included.

We have been manufacturing our own range of timeclocks since 1995 with over 1000 timeclocks installed Australia wide. Our products both (software & hardware) are designed and built by us here in Melbourne so we control all aspects of the system. If you have a software problem – you call us, if you have a hardware problem – you call us, we do not pass the buck as the buck stops with us.

We have referral sites happy to talk to prospective clients about their experience with ClockComms and the BundyPlus product – just ask. We also have more information on our website at www.midnighttechnologies.com.au

ClockComms:

ClockComms is a software utility that communicates to our range of timeclocks via a TCPIP wired or WiFi network, serial or modem connection. It runs independently to BundyPlus and is totally configurable so that it can be set-up to retrieve the clock data manually or every 10 minutes, 1-hour or 5 hours. There is no need to remember to download the clock data – it just happens in the background.

BundyPlus:

BundyPlus constantly looks for new clocking data (transactions.csv or transactions.txt) that has been retrieved by the ClockComms application and automatically loads it in to the BundyPlus database. Once the data is available within BundyPlus you can run it through the Process Timecards screen to calculate the number of hours worked in Ordinary time, Time & half, Double time etc. Sick Leave, Annual Leave etc are all configurable.

Microsoft Excel:

Once the employee data has been posted (through the Process Timecards screen – Examples later) it can be output to Microsoft Excel. Excel presents the data with a consolidated page showing individual employee totals of each timetype (Ordinary time, time & half etc.) and sheets showing the detail of each day during the pay week per employee. The spreadsheet can be saved and archived for your records based on the pay week.

Once the data has been checked and confirmed you can run the report to export the data to your payroll system. We currently support a number of different payroll interfaces, if by chance we do not support your payroll format – we will do the interface at no extra charge.

Custom Software:

We are always improving the features of BundyPlus and actively support users who want customised changes to the BundyPlus system.

If a change request is submitted from a user and we feel that all users will benefit from the suggested change we will do the changes at no cost and distribute the update throughout the entire user base.

Quick Start Guide:

Step 1   BundyPlus Installation

BundyPlus is supplied on CD or via email and has its own set-up installation program.

(a)   Place CD into the CD drive.

(b)   Log onto the CD using Windows Explorer, select the BundyPlus-98 or BundyPlus-XP directory (depends on what operating system you are running) and then click on Setup.exe
Or click on the start button then click on run, now enter the CD drive path and set-up and click on ok   i.e. D:\BUNDYPLUS-XP\SETUP.

(c)   The BundyPlus setup program should now start.
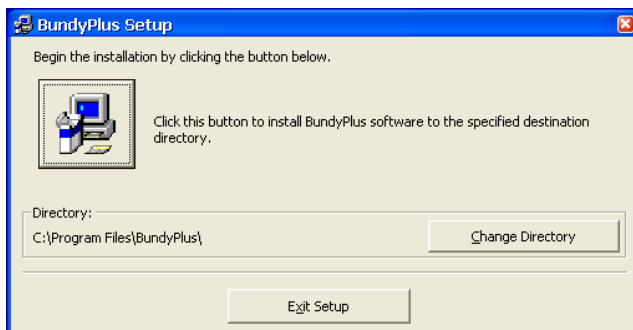
(d)   The setup program will prompt you to install the software in the default directory of "C:\Program files\BundyPlus\". Click on the "Change Directory" button to change the installation destination directory.

    (e)   To install BundyPlus, click on the PC install button.

(f)   The installer will display a progress window until BundyPlus is successfully installed.

Quick Start Guide:

Step 2   Licensing BundyPlus

(a)   **Run the BundyPlus** application by using Windows Explorer, or click on the Start button and select the BundyPlus. Also by right clicking on the application with-in Windows Explorer you can create a desktop shortcut.
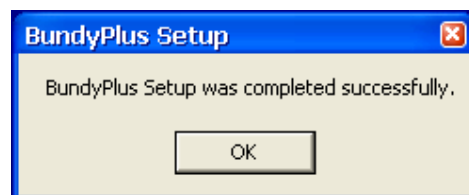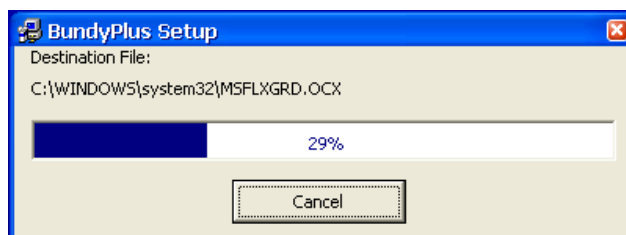
If this is the 1st time BundyPlus has been run, BundyPlus will prompt you with the following screen.

Settings

Database	Y:\MT-BundyPlus\BundyPlus.mdb	Browse
Company name	Midnight Technologies Pty Ltd	
Export format	VisiPay	
Last day of pay week	Sunday	

Set time & date	☑	Allow clockings over midnight ☐
Set daylight savings event	☑	Hours between clockings to force new day 8
Retrieve data with clear	☑	
Upload employee data	☑	
Set relay events	☑	
Display Employee Pay Cost	☑	
Show times as decimal	☑	
Use names in Workbook	☑	
Clock Comms from Home page	☑	
Multiple Clockings	☑	Write to Trace File ☐

Save   Close

(b)   *Database:*   If the BundyPlus installation is local then leave this setting as default. If you want the BundyPlus database to be located on a network server you can use the browse button to locate the BundyPlus.mdb database file to where ever you like. – This should only be done by an experienced IT person. If you want to have multiple machines / people accessing the database at the same time then each machine must have BundyPlus loaded from the original CD supplied. Then locate the database on the server and using the "Browse" button on each machine locate the BundyPlus.mdb file.

(c)   **Company name:**   Enter your company name in to the Company name field – this is displayed on the main screen of BundyPlus and is case sensitive.

(d)   **Export format:**   If you intend to import the data into your payroll package, click on the combo box next to the Export format field and select the desired format.

(e)   **Last day of the pay week:**   This allows you to select the last day of the pay week so BundyPlus formats the Process Timecard screen from the first day of the pay week to the last day of the pay week.

(f)   **Set time & date:**   If this is ticked (default) BundyPlus will include this option in the Talk to the timeclocks menu. The computer time is much less accurate than the timeclocks time, once the timeclock(s) time has been set it should be checked once every six months or so. ClockComms uses the computers time & date, so ensure you have the time, date & computer location set correctly with-in windows.

(g)   **Set daylight savings event:**   If this is ticked (default) BundyPlus will include this option in the Talk to the timeclocks menu.

(h)   **Retrieve data with clear:** If this is ticked (default) BundyPlus will include this option in the talk to the timeclocks menu. This routine is used to retrieve the clocking data from the timeclock(s) so BundyPlus can then use these clocking times and present the data.

(i)   **Upload employee data:**   If this is ticked (default) BundyPlus will include this option in the Talk to the timeclocks menu. The upload employee data usually consists of the employee card number and employee name. This file (employee.txt) is automatically created by BundyPlus and ClockComms sends this file to the timeclock(s).

(j)   **Set relay events:**   If this is ticked (default) BundyPlus will include this option in the Talk to the timeclocks menu. BundyPlus allows you to set Meal Break Times and automatically creates the file (relays.txt), ClockComms then sends this file to the timeclock(s).

(k)   **Display Employee Pay costs:**   If this is ticked (default) BundyPlus will active this function in the Process Timecards screen. Each timetype can be programmed with a value per unit so an estimated pay cost per employee can be calculated during the posting process.

(l)   **Show times as decimal:** If this is ticked (default) then all calculated times in the Process Timecards screen are displayed in decimal format i.e. 7 hours and 30 minutes would be displayed as 07.50. If it is not ticked then BundyPlus will display the hours and minutes.

(m)   **Use names in Workbook:**   If this is ticked (default) then BundyPlus will use the timetypes name as the column heading in the Excel workbook. If this is not ticked then BundyPlus will use the export text for the headings. This option has been provided to keep the width of the Excel workbook to a minimum.
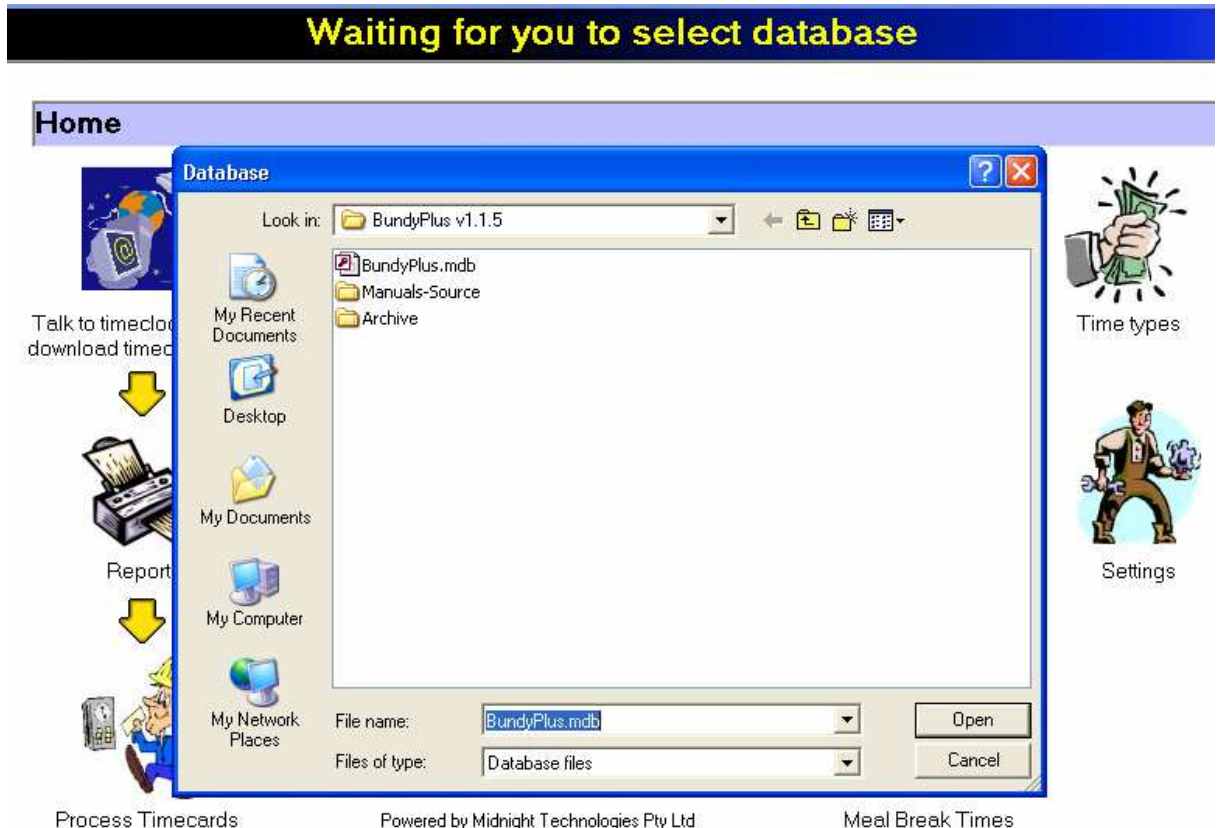
(n)   ***Clock Comms from Home page:***   If this is ticked (default) then BundyPlus will run the ClockComms application from the main menu. If it is un-ticked then a single button menu is displayed from the talk to the timeclocks button.

(o)   **Multiple Clockings:**   When Multiple clockings is turned off (default) the first clocking for the day is assigned as the clock-in and the last clocking for the day is assigned as the clock-out. All clockings in between these two (if any) are totally ignored. In this mode you can set the lunch break for each employee in the employee maintenance screens. When multiple clockings is turned on (tick this box), all clockings are grouped together in pairs. Any time between pairs is not accounted for, this way employee's can clock on and off for lunch breaks etc. In this mode you should not assign any breaks for the employee in the employee maintenance screens.

(p)   **Allow clockings over midnight:**   If you run night shifts where employees work hours run over midnight then you should tick this function on. Once turned on you can also enter the "Hours between clockings to force a new day", this is defaulted to 8 hours.

If you have an employee who clocks in at 22:00 on a Monday night and clocks off at 07:00 on the Tuesday morning. In this example the clock out of 07:00 on the Tuesday would be moved as the clock out on Monday night at 31:00 – BundyPlus adds 24:00 to the clock out time so it can be calculated as the clock out for the same day. Clock in at 22:00 Monday and a clock out at 31:00 on Monday.

Once the above settings have saved each time BundyPlus is started it will ask you which database you want to use, once you have selected the database then click open.

Maintenance:

Screen Formats
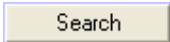
The maintenance screens for Timetypes, employees, allowances and meal breaks all use the same format. In the above example (Employee maintenance), you can search via an Employee card number, payroll number, name, supervisor, pay run number, pay cycle weeks and notes. If you wanted to list all employees with "Mic" in the employee name, then enter "Mic" in the employee name field and click on the "Search" button – the matching entries will then be listed.

Some of the column widths by default truncate the actual column text, you can click and drag the lines between the field names (increase / decrease the column width) and these new column widths will be retained next time you access the screen.

All Button: Displays all the records in employee name alphabetical order.

Search Button: Displays the records that match any entered search criteria. If there are no search criteria then all records will be displayed.

New Button: Used to enter a new record.

Edit Button: Using the mouse click on the appropriate record (highlighted) then click on the edit button to change any of the data.

Delete Button: Using the mouse click on the appropriate record (highlighted) then click on the delete button to delete the entry.

Export Button: Using the mouse click on the appropriate record (highlighted) then click on the export button to export the data to Microsoft Excel.

Maintenance:

Time Types

Edit Time Type

Time type	Ordinary Time
Export text	01
Value per unit	$ 0.00
Date effective	01-Jan-2000 (must be a Monday)
Previous value per unit	$ 10.00
Display order	1
Display time type	✓

Save   Cancel

Time Types are classifications of time such as Ordinary Time, Time & Half, and double time etc. There are default Time Types already loaded but you can add, delete or edit entries. All the Time Types are displayed in the Process Timecard screen so go through the available list and delete any Timetypes that you do not use, this will keep the Process Timecard screen un-cluttered. You can also use the Display time type flag to configure which timetypes are displayed and which ones are not.

Time Type Name: This is the actual text name of the timetype and is displayed in the Process Timecards screen.

Export Text: This text is used in the Export format for your Payroll system. All Timetype codes MUST match the codes used in your Payroll software. Invalid types will most likely be rejected by your Payroll software when they are imported.

Value per Unit: Used to estimate the pay cost in the Process Timecards screen.

Date Effective: This is the date that the changed value per unit applies from. This is needed in case you change the value per unit.

Previous Value: This is the previous value per unit, again used in case you change the value per unit.

Display Order: Is a number starting at 1 that controls the order that Time Types are displayed in the process Timecards screen. The lowest number time type is displayed first, the highest number is displayed last.

Show Item: If you do not want the Timetype displayed in the Process Timecards screen then select No. However we would suggest that you delete any non-used timetypes to keep the screen un-cluttered.

Maintenance:

Employees

Edit Employee

Employee card number	10001
Employee payroll number	001001
Employee name	Maree Grasten
Supervisor	RV
Pay cycle weeks	Weekly
Pay run number	1
Standard daily time type	Ordinary Time

Employee message

Time clock Display

Std daily work hours (h:mm) Mon 7:30 Tue 7:30 Wed 7:30 Thu 7:30 Fri 7:30 Sat Sun

Std daily breaks (h:mm) Mon :30 Tue :30 Wed :30 Thu :30 Fri :30 Sat Sun

Notes   Note chars left
164

This is the notes for this employee.

Save   Cancel

Employee Card Number: Employee card number must be 5 numeric digits or more, this is the actual number in the barcode/magstripe or proximity card or fob used for clocking in and clocking out.

Employee Payroll Number: This MUST be the payroll number as used in your Payroll system. This employee number can be different to the card number but is the same by default.

Employee name: The Employee name is displayed on the LCD on the timeclock each time the employee clocks on or off. If you are using the Biometric fingerscan clock and do not want this employee to verify their fingerprint place an "*" asterisks as the first character in the employee name. This instructs the biometric clock not to prompt the employee for their fingerprint verification. This is useful for managers etc who do not need the fingerprint verification.

Supervisor: This field links each employee to a supervisor. The employee exception report is organised in supervisor order so ensure that you use the same method for all. We would suggest using the supervisor's initials; this keeps it simple and self-explanatory.

Cycle weeks: Select either weekly or Fortnightly via the combo box. If you select weekly then the data for the employee will be displayed in the Process Timecards screen in one-week blocks. Each time the data is posted the next employees data is displayed. If you have selected fortnightly, then the Process Timecards screen displays week 1 of 2 first. You Post the 1st weeks data, BundyPlus will then display week 2 of 2, repeat the Posting process and BundyPlus will then move on to the next employee and repeat the process until all employees have been listed with-in the pay run. You can create the Microsoft Excel spreadsheet at any time, obviously only employees with posted data will be included.

Pay Run Number: This field is used to group employees together, typically used for either location or cycle weeks. If you have a mix of employees with weekly and fortnightly pays then it makes it easier to group the weekly and fortnightly pays separately. Perhaps use Pay Run Number 1 for weekly pays and Pay Run Number 2 for fortnightly. Or use Pay Run Number 1 for one location and Pay Run Number two for another location.

Standard daily time type: Select from the combo box the standard timetype (normally Ordinary time) that the employee is paid for normal or Ordinary hours.

Standard daily work hours: Enter the number of hours and minutes that is automatically deducted from hours worked and un-assigned hours. This is used to seed the normal hours worked timetype (usually Ordinary time) with the standard work hours for the day in the Process Timecards screen, so you only need to assign the overtime (if applicable) for each day. If the employee does not have a normal standard number of hours and you want any and all hours worked (less an breaks) automatically seeded into the hours worked timetype (usually Ordinary time) then do not enter a value into this field.

Notes: The notes field is used to record specific information about each employee. This information can be displayed and changed in the Process Timecards screen for each individual employee.

Employee Message: This is an optional message field for each employee that is displayed after the employee name on the LCD of the timeclock each time the employee clocks on or off.

Time clock Display: This shows how the employee message will be displayed on the time clock display. The time clock has only 2 lines to display this information so you can space the characters across to make it more legible.

Maintenance:

Allowances

Edit Allowance

Allowance name	Meal
Export text	05
Value per unit	$ 17.50
Date effective	01-Jan-2000 (must be a Monday)
Previous value per unit	$ 0.00
Display order	2
Display time type	☑

[Save] [Cancel]

Allowances are classifications of extra moneys paid to employees. There are default allowances already loaded but you can add or delete entries. All the allowances are displayed in the Process Timecard screen so go through the available list and delete any allowances that you do not use; this will keep the Process Timecard screen un-cluttered.

Allowance Name: This is the actual text name of the allowance that is displayed in the Process Timecards screen.

Export Text: This text is used in the Export format for your Payroll system. Typically, this field would have the same code as your Payroll software. Invalid codes may be rejected by your Payroll software when they are imported.

Value per Unit: Used to estimate the pay cost for each employee.

Date Effective: This is the date that the changed value per unit applies from. This is needed in case you change the value per unit.

Previous Value: This is the previous value per unit, again used in case you change the value per unit.

Display Order: Is a number starting at 1 that controls the order that allowances are displayed the Process Timecards screen. The lowest number allowance is displayed first, the highest number is displayed last.

Display time type: If you do not want the allowance displayed in the Process Timecards screen then uncheck this box.

Maintenance:

Meal Breaks

Edit Relay Time

Clock number	×××× ××××
Relay event time	7 30
Day event indicators	☐ Sunday
	☑ Monday
	☑ Tuesday
	☑ Wednesday
	☑ Thursday
	☑ Friday
	☐ Saturday
Relay duration	2 seconds

Save   Cancel

Meal Breaks are times that have been assigned for sirens / hooters to be sounded via a controlling relay in the timeclock. Once these times have been set-up then they need to be sent to the timeclock(s) via the set relay events command. BundyPlus allows you to have up to 100 different relay events.

Clock number: This is the clock number that the relay event applies too. Clock numbers start from 0001.0001, then 0001.0002 etc. ****.**** is a global clock number, all clocks installed in ClockComms will be sent the command.

Relay event time: This is the time that the relay will activate.

Day event indicators: Tick the appropriate day that the relay event applies too. If the event only allows to Monday through the Friday then ensure you do not have the Sunday and Saturday ticked.

Relay duration: This is the relay duration in seconds, and ranges from 1 to 9 seconds (inclusive).

Maintenance:

Users

By default no Users are loaded when BundyPlus is installed. If you run BundyPlus and do not add any users then BundyPlus will not ask for a user and password when the system is started – you will access to all areas of the system. If you have enter a user(s) then all subsequent program starts will require a valid user name and password. **NOTE:** Ensure that you enter an administrator user name and password with rights to all operations of the BundyPlus system.

The screen is self explanatory – you can assign different rights to different people depending on the access the administrator grants.

Daily Operations:

Talk to the Timeclocks

The 1st time ClockComms is run the installation wizard will run you through the set-up procedure. Once ClockComms has been set-up when you click on the "Talk to the Timeclocks" button BundyPlus will run the ClockComms application. – Please see the ClockComms manual for further operational information.

You can alternatively configure BundyPlus to have single buttons for time clock communications. This is controlled by the "ClockComms from Homepage" field in the Settings screen with-in BundyPlus. If this field is un-ticked then each time you click on the "Talk to the Timeclocks" you get the following screen.
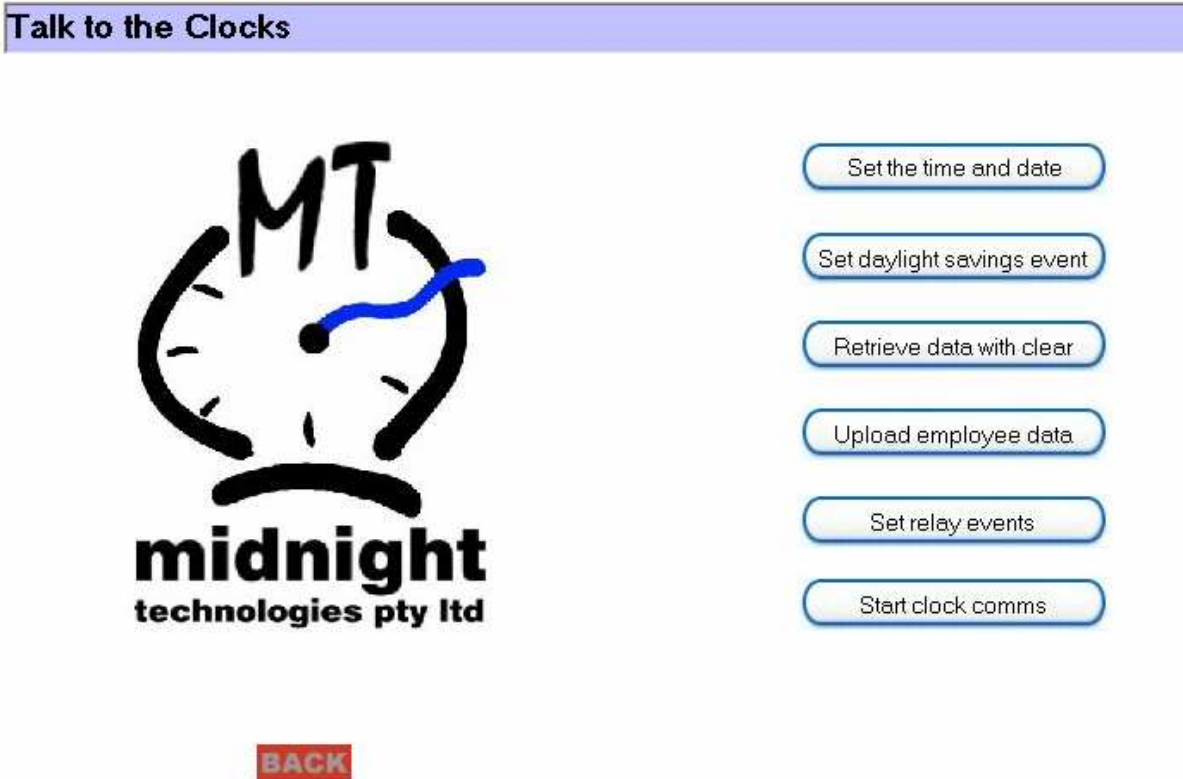
Set the time and date: This command uses the local computers time, date and location and sends it to all the timeclock(s). Each timeclock will need to be configured with-in ClockComms with its location etc so state based time differences will automatically be applied.

Set daylight savings event: This command loads the next daylight savings event date and adjustments to all the timeclock(s). You will need to ensure that the STATE button with-in ClockComms itself has been set-up correctly for each state. – See ClockComms manual for further information.

Retrieve data with clear: This command retrieves the clocking data from all the active timeclock(s) and loads it into the transactions.csv or transactions.txt file – as defined in ClockComms and erases the data in the time clock once completed successfully.

Upload employee data: Uploads the employee.txt file to all the active timeclock(s). The employee.txt file is automatically generated by BundyPlus each time you exit from the employee maintenance screen. This file contains the employee card numbers and employee names which are displayed on the timeclock(s) LCD on successful clockings.

Set relay events: Sends the relays.txt file to all the active timeclock(s). The relays.txt file is automatically generated by BundyPlus each time you exit from the employee meal breaks screen. This file contains clock numbers and flags for each day of the week and relay duration times for controlling the sirens or hooters for meal breaks.

Daily Operations:

Reports

Supervisor Exception Report

Employee Exceptions Report

Supervisor	All supervisors ▼
Start date	26-Feb-2006
End date	26-Feb-2006

This report will always default to yesterdays date. Normally you would run an Employee exception report on the previous day to ensure you capture both the clock in(s) and clock out(s). The employee exception report is generated and displayed using Microsoft Excel and can be emailed or printed for distribution to the various supervisors. Any changes needed, can then be done through the Process Timecards screen and the database is then updated.

Supervisor:

Using the combo box select all supervisors or select the individual supervisor from the provided list.

Start date: Click on the calendar combo box and select the appropriate inclusive start date.

End date: Click on the calendar combo box and select the appropriate inclusive end date.

(Sample Microsoft Excel Employee Exceptions Report)

	A	B	C
1	**BundyPlus Employee Exceptions Report**		RV - 06-Dec-2005
2			
3	**Employee Name**	**Num Clockings**	**Report**
4	06-Dec-2005:10002:Charles Smith	0	No clockings found
5	06-Dec-2005:10004:Christine Fagioli	0	No clockings found
6	06-Dec-2005:10006:Kylie Preston	0	No clockings found
7	06-Dec-2005:10001:Maree Grasten	0	No clockings found
8	06-Dec-2005:10003:Simon McCallister	0	No clockings found
9	06-Dec-2005:10005:William Fahey	0	No clockings found

Daily Operations:

Reports

Employee Clockings Report

Employee Clockings Report

Supervisor	All supervisors
Start date	26-Feb-2006
End date	26-Feb-2006
Individual page per employee	☐

This report always defaults to yesterdays date. The report shows all clockings for each employee that meets the report selections.

Supervisor: Using the combo box select all supervisors or select the individual supervisor from the provided list.

Start date: Click on the combo box and select the appropriate inclusive start date.

End date: Click on the combo box and select the appropriate inclusive end date.

(Sample Microsoft Excel Employee Exceptions Report- Individual page per employee)

	A	B	C	D	E	F
1	BundyPlus Employee (	Steve Jordan - 15-Nov-2005				
2						
3	Date		Clockings			
4	15-Nov-2005		8:47:00	14:00:00	16:37:00	17:25:00
5						
31						
32						
33						

Steve Jordan 1 / Mike Whyte 1

Daily Operations:

Process Timecards

This screen sets the parameters for the processing of timecards. By entering the Pay run number you will be shown only the employees that have been assigned to that pay run. You can also select a specific supervisor so the data will be filtered further to only show employees from a specific Pay run and specific supervisor.

Quick select is the default setting, it defaults to the next date as set by the last day of the pay week as set in the Settings screen. You can click on the End of pay week combo box and select whichever date applies.
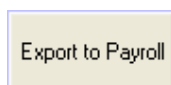
Export to Payroll: This button creates an Export payroll file for the payroll system selected in the *Settings* screen.
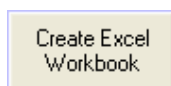
Create Excel Workbook: This will create an Excel workbook from the data posted in the Process Timecards screen. You can re-create this workbook at any time, usually after any changes to the posted data. Once you are in the Process Timecards screen you also have a Create Excel Workbook button, these two buttons do exactly the same thing.

Cancel: Takes you back to the previous screen.

Process: This screen displays the employees in order by pay run and displays the clock in and clock out times and allows you to enter and post times to the appropriate timetypes and allowances.

Process Time Cards

| Time Card | Card number | 10001 | Employee 1 of 5 | Week 1 of 1 | Select Employee | | POSTED |

Estimated pay cost $692.50 | Payroll number 11111 | Name Michael Agius

	Mon 11/07/05	Tue 12/07/05	Wed 13/07/05	Thu 14/07/05	Fri 15/07/05	Sat 16/07/05	Sun 17/07/05	Totals	
Clock-In	7:28	7:05	6:58	7:05	7:00	7:03			
Clock-Out	16:28	16:25	17:10	16:42	17:08	12:10			
Pay Start Time	7:28	7:05	6:58	7:05	7:00	7:03			
Pay End Time	16:28	16:25	17:10	16:42	17:08	12:10			
Total Hours	9:00	9:20	10:12	9:37	10:08	5:07		53:24	**Total Hours**
Unassigned Hou	0:30	0:50	1:42	1:07	1:38	0:07		5:54	**Unassigned Hou**
Ordinary Time	7.50	7.50	7.50	7.50	7.50			37.50	**Ordinary Time**
Time & Half	1.00	1.00	1.00	1.00	1.00	5.00		10.00	**Time & Half**
Double Time									**Double Time**
Sick Leave									**Sick Leave**
Holidays									**Holidays**
Lunch 1	1	1	1	1	1			5	**Lunch 1**
Dinner 1									**Dinner 1**

| Create Excel Workbook | Time types | Allowances | Employee Notes | Previous Employee | Skip Employee | Post | Close |

BundyPlus automatically groups the data together and calculates the number of un-assigned hours. It also automatically deducts the standard number of Ordinary hours worked (as specified in the employee screen) for each day (if applicable) from the Total hours cell and leaves the balance in the un-assigned hours cell. This only applies if the employee has worked the minimum normal hours per day (specified in the employee profile). If they have not met the minimum hours for any individual day BundyPlus will not deduct the time, this will need to be done manually. If you have no hours specified in the employee profile then all hours worked less any breaks specified will be seeded into the appropriate timetype.

It will be obvious to the user if the employee has forgotten to clock in or clock out, as BundyPlus requires pairs of clockings to calculate hours. If you are running the payroll and you have un-balanced clockings (They should have been fixed daily for the previous day – via the employee exception report and then times fixed in this screen) then you can click on either the Pay Start Time or Pay End Time cell and enter the time required. BundyPlus will then calculate the hours between and you can continue on.

Using the mouse, left, right, up and down arrow keys to navigate around the screen. Amounts of time can be entered either in hours and minutes (hh:mm) or hours and decimal minutes (hh.mm). If you need to change a Pay Start or Pay End Time you must enter this time in hh:mm format. If you have selected "Show times as decimal" in the settings screen then all calculated and entered times are converted and re-displayed in decimal format. Similarly if you enter times in decimal format and you have not selected "Show times as decimal" then the entry will be converted and displayed as hours and minutes.

As you enter times into the different timetypes you will note that the hours and minutes are deducted from the Unassigned Hours, leaving a balance of un-assigned time. In the first release of BundyPlus (version 1.0.3) the un-assigned hours should be roughly equal to the amount of un-paid meal breaks. Also BundyPlus assumes that the first clocking in the day is the clock in and the last clocking in the day is the clock out, any other clockings with-in the day are ignored. In later versions of BundyPlus you will have the facility for multiple clockings so employees can clock in and out for lunch breaks etc.

You can only assign whole numbers to allowances, 1 or 2 x lunch or dinner break etc. If necessary you can create other allowances with ½ values etc if required.

Post Button: Once you have assigned times you can POST the data via the "Post" button, this saves the entered data and can be retrieved and re-displayed later. The posted data is then used to create the excel workbook and the Export to payroll. Once the employee data is posted BundyPlus then collects the times for the next employee and the process is repeated until all employees with-in the selected pay run and dates have been processed. If the current employee has been assigned as a fortnightly pay period (employee screen) then BundyPlus will display the 1st week of clocking data followed by the 2nd week of clocking data.

Skip Employee: This button skips to the next employee, if you have made changes to the data and have not saved them BundyPlus will confirm this action.

Previous Employee: This button skips to the previous employee, if you have made changes to the data and have not saved them BundyPlus will confirm this action.

Employee Notes: This button displays the employee notes as entered in the employee screen. You can make changes to the notes in the process timecards screen or the employee screen. Employee notes are used for reminders to the payroll staff for any special deals / arrangements for this employee.

Allowances: This button calls the same screen as in maintenance. You have access to the allowances screen because you may need to add/modify an existing allowance during the assigning of hours.

Timetypes: This button calls the same screen as in maintenance. You have access to the Timetypes screen because you may need to add/modify an existing timetype allowance during the assigning of hours.

Select Employee: This button brings up a list of employees so you can select the employee you wish to modify or view.

The screen below is configured with Multiple Clockings turned on (Settings screen option).

Note: The row headings have changed; you no longer have "Pay Start Time" and "Pay End Time".

You now have a row called "Time clocked" which will show the total time calculated between pairs of clockings as there are no specific start and finish times with multiple clockings. If the employee is required to clock in and out for lunch breaks etc, then in the employee maintenance screen you should not specify any break times.

The number of clockings in each day is also displayed in the day heading.

 "(4) Mon " – tells you that there were four clockings for this employee on Monday. To view the clockings double click in this column.

If you "double click" in "Time clocked" cell for Monday you will bring up the multiple clockings window for that day – as shown below.

The Multiple clockings window allows you to Add or Delete clockings. They are arranged in order from earliest to latest for that day.

Note: The time calculated in the "Time clocked" field is the result of the time added between pairs of clockings, not from the first clocking to the last.

If you have "Clockings over midnight" turned on (Settings screen option). Double click" in "Time clocked" cell for Monday you will bring up the multiple clockings window for that day – as shown below.

The Multiple clockings window with clockings over midnight turned on allows you to Add or Delete clockings, or move clockings from one day to the next. You can only move a clocking one day in any direction.

Note: The time calculated in the "Time clocked" field is the result of the time added between pairs of clockings, not from the first clocking to the last.

Processing the Payroll:

Create Excel Workbook

Process Time Cards

Select Pay Run

Pay run number	1 ▾
⦿	Quick select
○	Select processed pay run
🔢	Select a specific date
Select	26-Feb-2006 ▾
End of pay week	26-Feb-2006
Supervisor	All supervisors ▾

[Export to Payroll] [Create Excel Workbook] [Process] [Cancel]

Once you have gone through the week or fortnight posting data for each employee you can create an Excel Workbook and view the posted data for each employee and a consolidated totals page. You can create an Excel Workbook at any time although it will only show posted data. You can select the Create Excel Workbook from the first screen in the Process Timecards screen or with-in the Process Timecards screen itself – both buttons do the same thing.

Before Creating the Excel Workbook you need to select the appropriate **Pay run number,** select a **supervisor** (if appropriate) and then select the **processed pay run,** now select the appropriate date from the list.

Now click on the **Create Excel Workbook** button and the data will be sent to Excel. Once the file is created Excel will automatically be loaded and the workbook will be displayed. You will note at the bottom of the screen you can select the "Totals" page or you can select an individual employees page. The tab of the individual employees page shows the employees payroll number and the employees name i.e. "10003,Michael Whyte"
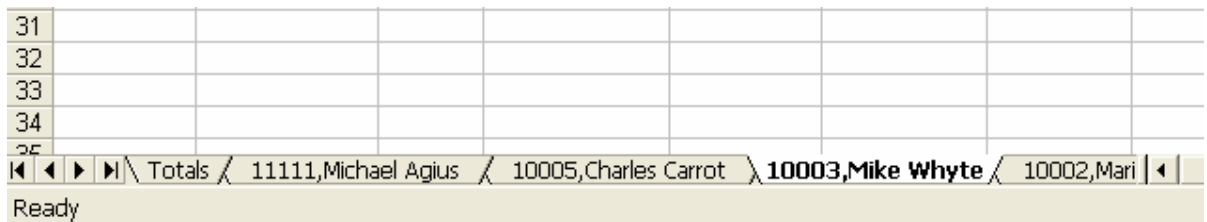
Processing the Payroll:

Create Excel Workbook (cont)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	BundyPlus		Hours Worked for Week Ending 24-Jul-2005										
2	Payroll#	Card#	Employee	Supervisor	Hours Worked	Est Cost	Ordinary Time	Time & Half	Double Time	Sick Leave	Holidays	Lunch 1	Dinner 1
3	10002	10002	Marianne Gardner	MW	10.67	$79.02	7.18						
4	10003	10003	Mike Whyte	MW	50.62	$666.00	38.00	3.00	6.50			5	
5	10005	10005	Charles Carrot	MW	16.85	$161.70	14.70						
6	11111	10001	Michael Agius	MW	57.10	$510.75	36.75	3.00	2.00	3.00	4.00	1	4
7				Totals	135.23	$1417.47	96.63	6.00	8.50	3.00	4.00	6	4
8													

The above screen shot is of the employee totals page.

	A	B	C	D	E	F	G	H	I	J
1	BundyPlus		Mike Whyte for Week Ending 24-Jul-2005							
2	Payroll#		10003							
3	Supervisor		MW							
4		Hours Worked	Est Cost	Ordinary Time	Time & Half	Double Time	Sick Leave	Holidays	Lunch No 1	Dinner No 1
5	18-Jul-2005	9.00	$110.10	7.60	1.00				1	
6	19-Jul-2005	8.37	$93.10	7.60					1	
7	20-Jul-2005	11.33	$156.10	7.60	1.00	2.00			1	
8	21-Jul-2005	8.00	$93.10	7.60					1	
9	22-Jul-2005	9.03	$110.10	7.60	1.00				1	
10	23-Jul-2005	4.88	$103.50			4.50				
11	Total	50.62	$666.00	38.00	3.00	6.50			5	
12										

The above screen is from a weekly employee – payroll number 10003, Michael Whyte.

31						
32						
33						
34						
35						

⏮ ◀ ▶ ⏭ \ Totals / 11111,Michael Agius / 10005,Charles Carrot \ **10003,Mike Whyte** / 10002,Mari ◀

Ready

The screen shot above is the bottom of the excel workbook and shows the tabs for the totals page and individual employees.

Processing the Payroll:

Export to Payroll

Once you have posted the data for each employee and then created an Excel Workbook and checked that the data for each employee is correct. You can create an Export to Payroll file to be read into your payroll package. In our experience unless you have 60 or more employees it is easier to enter the calculated data from the excel workbook than importing the data from an exported file. This is of course your choice, we suggest that you start by doing the manual input to your payroll system from the excel workbook. Once you are happy with the way things are working by all means try the export to payroll option.

Following the previous procedures of selecting pay runs, select the correct posted pay run click on the **Export to Payroll** button.

The export payroll format is controlled by the option in the *Settings* screen.

Trouble Shooting:

Clock does read cards:

Check the power supply to the clock?
Is the 2 x 16 LCD back light on? – if not the power is probably off.
Is the card being used the correct format?
The timeclocks will only read track 2 magstripe or proximity formats as originally ordered and supplied.
Is the magstripe card encoded for track two?
Is the proximity card or fob the correct one for the time clock? - check with your supplier?

Cannot communicate to clock:

How is the clock connected to the computer, serial, modem or TCPIP network connection?
Have all the settings been checked? – refer to the ClockComms manual.

Data doesn't appear in BundyPlus:

BundyPlus looks for a file (every two minutes) created by the ClockComms program called transactions.csv or transactions.txt. This file should be configured to be saved in to the directory that BundyPlus is configured, these two settings should be the same. – refer to the ClockComms manual.

No data comes up in the Process Timecards screen:

Ensure you have selected a week that actually will have clocking data.
Ensure that you have loaded some employees – when BundyPlus is first installed it will have no employee information as this needs to be set-up by you.

Once processed the data doesn't output to Microsoft Excel:

Have you posted some employee data into this pay run?
The only thing that will stop the export to Microsoft Excel is if Excel itself is not installed correctly – check what version of Excel you have, perhaps re-install it.

I have set the date & time in the clock and the clock still displays the wrong time:

A couple of things can cause this – list below.

1. Check in the Options screen that the local location for the software is set correctly.
2. Check in the Settings screen that the location of the clock is set to the correct state.
3. Check in the State button that the correct dates have been set in each state for the start and finish of Daylight Savings.
4. Check that your computer has been set to the correct location; double click on the time display (bottom right on your screen) or in the control panel under time & date – time zone.

Warranty, Maintenance & Requirements:

Hardware:

All Midnight Technologies hardware comes with a 12-month return to base warranty against faults & workmanship, this excludes wilful damage.

If during the first 12 months of operation a valid fault within warranty occurs, Midnight Technologies will replace the time clock without charge to the user.

We offer various Hardware Maintenance plans after the 1st 12 months use please call / email for the latest plans and price lists.

Software:

During the first 12 months use of any Midnight Technologies software, we offer free software updates & bug fixes. If you encounter a software problem, please notify us immediately and we will endeavour to fix the problem as soon as possible.

Software Maintenance:

There are various levels of software maintenance after the 1st 12 months, please call / email for the latest plans and price list.

Custom Software Changes:

We are happy to quote on any custom changes to BundyPlus that may be required. The costs of such changes will depend on the complexity of the request and in our view how many other BundyPlus users would benefit.

Requirements:

BundyPlus has a minimum requirement of a pc running windows 98/NT/2000/XP, with one spare serial port or a network connection to the timeclock. Screen / Display properties need to be set at 1024 x 768 pixels or greater.

Disclaimer:

BundyPlus is a software and hardware solution used to collect time clock data and prepare it for entry into a payroll system. Whilst all care is taken by Midnight Technologies to ensure the data is true and correct Midnight Technologies takes no responsibility for the accuracy of this data due to the many steps and inputs from users outside of Midnight Technologies control.