

## GeoTime 200 | 'Ultimate' Fingerprint biometric clocking in machine

Biometric clocking in machine that stops employees clocking each other and gives accurate, reliable time recording results. Inc Holidays & Sickness calculations with FREE 'Roll Call' report, Payroll export, FREE Sage Payroll Import, FREE Live attendance Dashboards. FREE 12 months support. Also emails employees their time card daily, weekly or on demand.



### Key features

- ✓ Present a pre-enrolled finger to clock.
- ✓ Automatically calculates the correct hours or pay for payroll
- ✓ Emails time card to employee daily, weekly or on demand
- ✓ Handles sickness and holiday calculations
- ✓ Unlimited shifts & clocking's per day
- ✓ Multiple reports and report options
- ✓ Auto-deduct for lunch/breaks, clocked/not clocked
- ✓ Auto deduct for lateness early departure
- ✓ Live Attendance Dashboard at all PC's
- ✓ 'Roll Call' for printed evacuation reports
- ✓ Graphical drag and drop shift rostering
- ✓ Graphical drag and drop absence and holiday calendar
- ✓ FREE Paystandard Payroll import to Sage
- ✓ FREE 12 months support
- ✓ FREE 12 months warranty

### Whats in the box? Everything needed to operate the system.

- ✓ GeoTime 200 terminal
- ✓ Time and attendance software
- ✓ Payroll export on CD
- ✓ Mounting backplate
- ✓ Network cable
- ✓ 3 pin power adaptor



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### GeoTime 200 Example time card

Time Cards (Detail)

Period: 05/02/2018 - 11/02/2018

Printed on 20/02/2018 09:30

Shift No.

Lateness or early departure is highlighted in bold or red

Name of terminal used to clock

Name		Summers, Barbara		Employee No.		33					
Company		Your Co Name		PIN		12345					
Date	S	Terminal	IN	OUT	Terminal	Dedns	Period	Standard	Rate 1	Rate 2	Rate 3
Mon 05/Feb/2018	2	Dock 1	08:00	17:00	Office	(1.00)	8.00	8.00	0.00	0.00	0.00
Tue 06/Feb/2018	2		Sick paid				8.00	8.00	0.00	0.00	0.00
Wed 07/Feb/2018	2	IT office	08:04	13:00	Warehse 1	(1.00)	7.45	7.45	0.00	0.00	0.00
Thu 08/Feb/2018	2	Dock 2	06:57	13:00	Warehse 1		6.00	6.00	0.00	0.00	0.00
	2	Dock 2	13:57	17:15	Warehse 1		3.15	3.15	0.00	0.00	0.00
Fri 09/Feb/2018	9		Hol paid				8.00	8.00	0.00	0.00	0.00
Sat 10/Feb/2018			Non working day								
Sun 11/Feb/2018			Non working day								
Totals 05/02 - 11/02/2018							41.00	40.00	1.00	0.00	0.00

Lists actual times of arrival and departure

Clocked out for lunch - no auto deduction

Handles sickness and Holidays

Auto deduct for lunch not taken

Clocked in after 3 minutes grace, so is deducted 15 minutes

Pay period hours shown here

## Reporting

### Time card detail reporting

- Prints full time card activity report - many different report options - including terminal used, shift applied, and missed clockings.
- Reports automatically highlight missed clockings, lateness, sickness, holiday, unauthorised absence, breaks exceeded & early departure etc.
- Reports highlight lateness in red or bold.

### Time card summary

Prints full time card summary report for any selection - for viewing but mainly to create export for payroll programs.

### Roll call in case of fire

Run automatic, on demand and up-to-date fire roll call reports in cases of emergency. Our fire report gives you greater confidence by allowing an instant roll call if required- great for Health and Safety.

The Roll call report automatically documents every transactions as they happen for an accurate, on the spot roll call. Run on multiple PC's each with it own selection of employees. This report can be set to run automatically or on demand.

### Who's not 'IN'

Don't go looking for employees. Get the Live attendance display installed on the PC that requires it or run the 'who's not in' report.

### Missed clockings report

Make sure your records are up to date with this report. This way you can be sure your payroll will be right and not have missing data.

# GeoTime 200 Software Features

## Working hours & pay

Overtime can be applied by time of day, day of week, after x hours per day, after x hours per week. The software calculates hours worked, sorts pay into standard and overtime - even deducts for any breaks so you don't have to!

- Allows you to add, edit or delete transactions - to restrict too much overtime - easily add transactions for drivers and remote workers.
- Overtime can be accrued by number of hours worked, by time of day (time band), by shift, day of week and pay period. You can name overtime rates to suit you.
- Multi user software option - with user access permissions.



### Who Is In Reporting

Run on demand and up-to-date "Who is In" reports from any PC in cases of emergency! Our Who is In report gives you greater confidence by allowing an instant report if required that can be used as a Fire Roll Call - great for Health and Safety.



### Live Attendance Dashboard

See in real-time who is on or off the premises - have this utility running on multiple PCs in your company so anyone can see who is 'IN' or 'OUT'.



### Lateness Retrieval Facility

The Time Systems UK software has intelligent rounding rules so you only pay for the exact time worked. Round forward/back for late arrivals, long lunches, early departures, lunch not taken - so you only pay for the hours worked.



### Graphical Shift Rostering Calendar

There is no limit to the number of clockings or breaks per shift and you can allocate an employee to a different shift every day. The shift rostering calendar allows you to allocate employees with a click - by day of the week/department etc.



### Calculate Pay

Using our Pay Rates feature you can accurately calculate your employees pay without the need for expensive payroll systems. This can be printed directly on time cards for distribution to employees.



### Reporting Facility

Summary time cards, detailed time cards, fire roll call reports and more! See the reporting tab for full details.

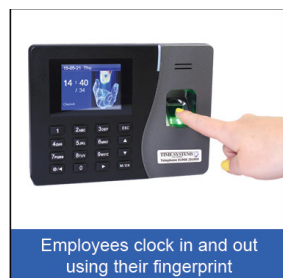


### Holiday & Sickness Reports

Keep track of holidays taken as well as the number of sick days an individual has had. You can also track paid and unpaid leave.

## How the terminal works

Just present a pre-enrolled finger to clock. Get an audible message and confirmation on the display of a successful or rejected clocking.



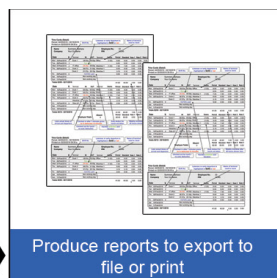
Employees clock in and out using their fingerprint



Clocking data is collected via network or USB



View and edit employee information on screen



Produce reports to export to file or print



export payroll data to your Sage or payroll package

## Export & Payroll

### Exporting data to Payroll programs or Excel

You can export your time card data and other information to 3rd party payroll or Excel spreadsheets. GeoTime 200 can export to almost all known payroll systems.

### Sage

GeoTime 200 comes complete with PayStandard Software - Our Sage Payroll import program. With a PayStandard payroll link these figures can be imported into Sage Payroll, safe, reliably and automatically.

PayStandard allows you to import all hours worked for all employees into the 'Enter Payments' section in Sage Payroll. This is done with the click of a button, takes seconds to complete and the data entered is then subject to your acceptance or refusal. So you maintain complete control over the matter.

PayStandard can save your payroll department hours of lost time in manual data entry.

- Automatically calculates the correct figures for payroll input.
- Export for Sage payroll/other - automating your payroll even more
- Information can also be exported for use in third party software such as HR and Personnel packages
- Print, view on screen or save reports to disk for later review

### Export to Excel

GeoTime 200 exports all data to a file in CSV format for use in Excel and almost all known payroll systems.

- Automatically calculates the correct figures for payroll.
- Data can also be exported for use in third party software such as HR and Personnel packages.
- Print or view information on screen and save reports to disk for later review or use elsewhere.



Features:	Fingerprint
Connectivity:	Ethernet
Software Requirements:	GeoTime 200 software is multi-department, multi-company and can run on a stand-alone PC or networked.
PC Requirements:	Standard Windows Intel-compatible 32 bit or 64 bit processor (Intel, AMD etc.) with no sub-system restrictions.
Operating System Requirements:	Windows 7, 8.1 or 10 (Excluding 10 S), 1GB RAM, 200MB free hard drive space.
PC Connectivity:	Standard USB Type-A port or CAT5 ethernet adaptor or serial port or USB port when using USB to COM adaptor or connection.
Restrictions:	This product is not intended to be used under emulation packages such as WINE, Remote Desktop Solutions, Virtual environments, beta or preview versions of Operating Systems.
Dimensions:	(H x W x D): 145mm x 190mm x 60mm
Power supply:	240v 3 pin adaptor
Standards:	CE, FCC
Environment:	0° - 40° C
Fitting:	Wall mount
Communications:	TCP/IP - LAN/WAN 10/100 Mbit, USB stick

## GDPR

No matter what your Data Protection needs are, all our Time and Attendance products can help you achieve full compliance with the Data Protection Act 2018/GDPR.

Recognition entries are never stored on our systems, they are simply translated into a unique number which can not be reproduced.

After ongoing client consultations, we have made significant upgrades to our software to ensure we can support your data protection policies - whatever they may be.

We know how important it is that you are able to apply your own retention policies to your data, so with our software, you will have full control over your data.

From 24 January 2019 onwards, our software will support you in managing your legal retention requirements against your deletion policy/ requests, allowing you to delete any and all data in line with your own internal policies - ensuring that you remain fully compliant with your own policies and hopefully any new Data Protection laws.



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