

Step-by-Step Programming Instructions

Important

Please do not punch any time cards prior to programming your time clock. Most clock settings cannot be programmed if there are active time cards in its memory. To remove time card records from the clock's memory, you must reset it to factory defaults before attempting to program the clock. (see reset instructions below).

Resetting Factory Defaults

Remove cover. On the left-hand side of the display you will see **RESET**. Next to **RESET** is a small red button. Press and hold **Enter**, while holding the **Enter** button press and release the **RESET** button, then release the **Enter** button. If the clock was reset properly it will display the factory default time of 08:00 am

Operator Key Definitions

Function	Scrolls through programming modes
+	Increases the value of the flashing character on the clock display
-	Decreases the value of the flashing character on screen
Enter	Saves the flashing value into memory

Programming Note

The TR-C8000 is designed for global use, so there are some program parameters that do not apply to North America or Europe. Please ignore settings that are not specified in this guide.

Step 1: Access Programming Mode

Using the key, remove the grey clock cover. Clock is now in programming mode.

Step 2: Program the Time

- A: The hour digits are flashing. Using **+** and/or **-** keys, select correct hour and press **Enter**.
- B: The minute digits are now flashing. Using **+** and/or **-** keys, select correct minute and press **Enter**. The display screen will now go blank.
- C: Press the **Function** key for the next program parameter.

Step 3: **Program the Date**

The two digit calendar year flashes, use + or – to select the correct year and press **Enter**.

The two digit month now flashes, use + or – to select the correct month and press **Enter**.

The two digit date now flashes, use + or – to select the correct date and press **Enter**.

The display will go blank and you must press **Function** for the next program step.

Step 4: **Program Time Format**

The first two flashing digits allow you to select your preferred hour format:

01 = 12hr (am/pm) **02** = 24hr (military time) (example 2:00pm = 14:00)

Select your preferred hour format by using + or -, and press **Enter**.

The second two flashing digits allow you to select your preferred minute format:

01 = minutes 02 = hundredths of hours
03 = ?? 04 = ???

Select your preferred minute format by using + or -, and press **Enter** twice.

(The third set of flashing digits must always be left at 00).

The display will go blank and you must press **Function** for the next program step.

Step 5: **Program Time Card Format**

The first two flashing digits (Work Mode) establishes the status of the employees using the clock.

Type 01 is used for permanent employee usage (this is the only usage covered in this manual).

Type 02 is used for casual labor and should not be used.

Type 03 is used to turn calculations off and should not be used.

After setting Type 01, press **Enter**

The second two flashing digits matches the clock's Time Card format to your Pay Period.

01 = Monthly **02** = Weekly **03** = Bi-weekly

Select your employee's pay period by using + or -, and press **Enter**

Step 5 **Program Time Card Format** *(continued)*

The third two flashing digits selects the last day of the current Pay Period.

Day Ending value is the number of days until the last day of your current Pay Period, (today = 00).

Examples

<u>Pay Period</u>	<u>1st Day</u>	<u>Last Day</u>	<u>Today</u>		
Weekly	Sunday	Saturday	Thursday	00	
			Friday	01	
			Saturday	02	Enter the
					value 02

<u>Pay Period</u>	<u>1st Day (</u>	<u>Last Day)</u>	<u>Today</u>		
Bi-weekly	Monday (WK 1)	Sunday (WK 2)	Tue (WK 1)	00	
			Wed (WK 1)	01	
			Thurs (WK 1)	02	
			Fri (WK 1)	04	
			Sat (WK 1)	05	
			Sun (WK 1)	06	
			Mon (WK 2)	07	
			Tue (WK 2)	08	
			Wed (WK 2)	09	
			Thurs (WK 2)	10	
			Fri (WK 2)	11	
			Sat (WK 2)	12	
			Sun (WK 2)	13	Enter the value 13

Use + or – to set your calculated Day Ending value and press **Enter**.

The display will go blank and you must press **Function** for the next program step.

Step 6 Program Day Change Time

The clock can be programmed to change the day (shift to the next print line) at a time other than midnight.

The default Day Change time is 5:00 am. The setting should be at least one hour before employees punch in on the following day

Use **+** or **-** to set the Day Change Hour and press **Enter**.

Use **+** or **-** to set the Day Change Minute and press **Enter**.

The display will go blank and you must press **Function** for the next program step.

Step 7 *(optional)* Program Shift Rules and Unpaid Breaks *(The Common Schedule)*

The clock may be programmed for specific shift rules. There are 15 different settings. However, unless the setting is required to complete another setting, it is not necessary to program them all.

The programming routine is almost identical to the routines used in steps 2 thru 6.

The items available for definition are:

- Item 1: The earliest time that an employee will be able to earn worked hours. If your business does not open until 6:00 am, you may want to set that in Item 1.
- Item 2: Not useful if more than one employee starting time
- Item 3: Not useful if more than one employee starting time.
- Item 4: The latest time that an employee will be able to earn worked hours. If your business closes at 10:00 pm, you may want to set that in Item 4.
- Item 5: You can set the maximum number of worked hours an employee can earn in a day. Say you don't want employees working more than 12 hours, you may set that in Item 5. (This setting will override both settings in Items 1 and 4)

 This setting will also allow an employee to work past the Day Change Time.
- Item 6 & 7 Start / Stop time of 1st automatic unpaid employee break (*employee must not punch!!*)
- Item 8 & 9 Start / Stop time of 2nd automatic unpaid employee break (*employee must not punch!!*)
- Item 10&11 Start / Stop time of 2nd automatic unpaid employee break (*employee must not punch!!*)

Step 7 (continued, optional) **Program Shift Rules and Unpaid Breaks** (The Common Schedule)

Item 12&13 Shift Start time zone. This is an unpaid time zone that allows an employee to punch IN early before the start of a shift without getting paid for the extra time.

Any IN punch within the zone only starts calculating employee worked time after the end of the zone.

Item 14&15 Shift End time zone. This is an unpaid time zone that allows an employee to punch OUT after the end of a shift without getting paid for the extra time.

Any OUT punch within the zone only calculates employee worked time up to the beginning of the zone.

Steps 8/9 Skip “Extra Schedule” & “Vertical Adjust” with the Function Button

Step 10 (optional) **Rounding**

The first two flashing digits select the Rounding Method. The clock can be programmed to:

Not Round (00): or Round Individual Punches (01) or Round Punch Pair Totals (02)

Use + or – to set the Rounding Method & press **Enter**. (If employees punch breaks, you should select 02)

The second two flashing digits select the Rounding Unit (what you are rounding up/down to).

1; 3; 5; 6; 10; 12; 15; 20; 30; 60 Use + or – to set the Rounding Unit and press **Enter**.

The third two flashing digits select the Grace Point within the Rounding Unit. The Grace Point allows an employee to be paid for the entire Rounding Unit even though they may work a few minutes less.

Step 11 (optional) **Daylight Savings Time**

Set up rules for the clock to automatically change time in the spring and fall.

Always set the dates for the spring first

Spring dates: Year will be flashing, using + or – select correct year, press **Enter**. Month will flash, select month, press **Enter**. Date will flash, select date, press **Enter**. *Clock will automatically advance to the fall date setting*

Fall Dates: Repeat procedure with fall dates

Replace cover, your clock is now programmed.