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BundyPlus™

BundyPlus™ Time and Attendance software does all the hard work saving you time and money. Imports employee clockings directly from all employee time clocks, generates time sheets, run exception reports or run job costing software to track activities in seconds.

Export employee details directly into MYOB, Visipay, Micropay, Wage Easy, HR3pay, Jupiter, ADP and more.

Please [contact us](#) if you need a reference from a happy client using one of our attendance clocks near you.

Getting Started

Please read the topics bellow to quickly get started with BundyPlus™. The introductory topics will give you the brief overview of the BundyPlus™ concept. It requires just a couple minutes to see how it's easy and fun to create professional realistically looking 3D box shots, CD label, DVD or book cover with BundyPlus™.

Installing

BundyPlus™ can be installed from a CD or you can download it from our website at www.bundyplus.com.au

Note: Backup before updating.

We recommend before installing BundyPlus™ (or subsequent releases) that you perform a backup on existing database files to an external drive.

Setup.exe is the file that installs the BundyPlus™ system on to your computer.

Windows 7 Users Note: You need to have **owner / creator user rights** when installing BundyPlus™. Please check your computer log in details to ensure you have the correct rights. If you install BundyPlus™ with the in-correct user rights, BundyPlus™ will not install all the components required and you will get unpredictable errors.

Installing from CD

1. If your computer only allows users with administrator privileges to install programs, log in as administrator.
2. Save all open documents and close all programs.
3. Insert the installation CD. An installation windows appears. If an installation window does not appear, open Windows Explorer, go to your CD drive and double-click the setup.exe file.
4. Click Install and follow the on screen installation instructions.
5. When the installation is complete, restart your computer.

If you have issues while installing BundyPlus™, try disabling your antivirus software until the installation is complete. If this does not solve the issue, search the BundyPlus™ Support Notes at www.bundyplus.com.au/blog/category/frequently-asked-questions/.

Installing from download

1. If your computer only allows users with administrator privileges to install programs, log in as administrator.
2. Save all open documents and close all programs.
3. Connect to the internet.
4. Go to www.bundyplus.com.au and download the BundyPlus™ trial software.
5. Follow the on screen instructions to download the file.
6. Save the file to your desktop.
7. Double-click the setup.exe file you saved to your desktop.

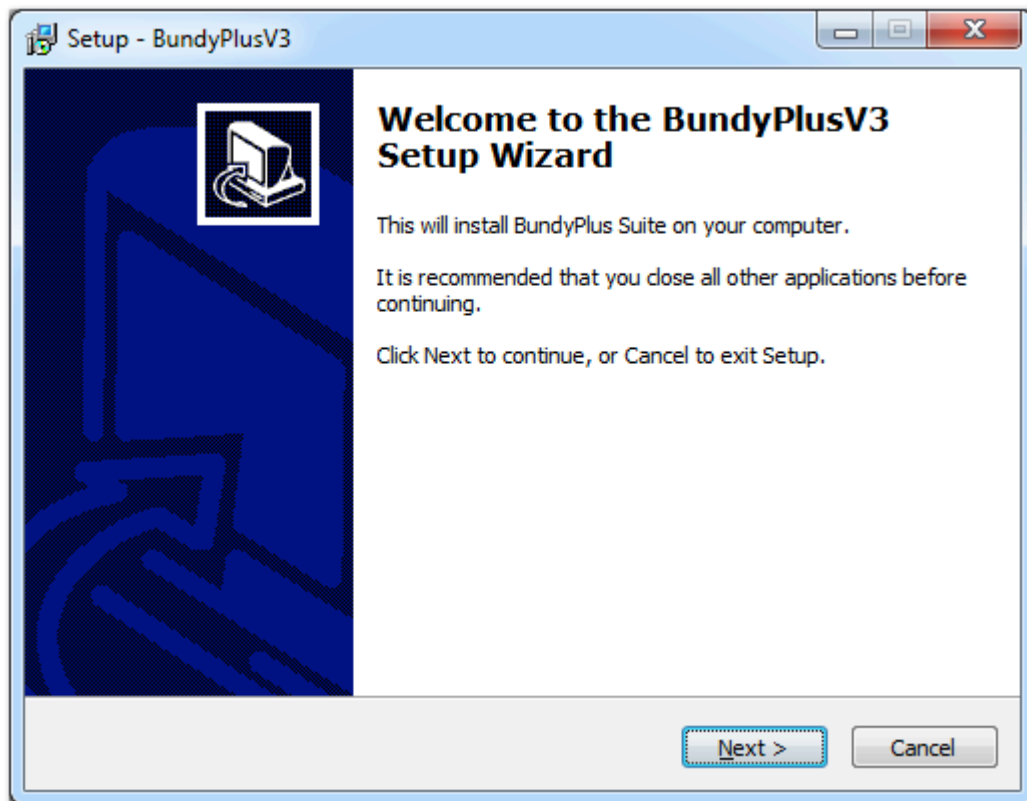
8. Follow the on screen installation instructions.
9. When the installation is complete, restart your computer.

If you have issues while installing BundyPlus™, try disabling your antivirus software until the installation is complete. If this does not solve the issue, search the BundyPlus™ Support Notes at www.bundyplus.com.au/blog/category/frequently-asked-questions/.

Setup - Welcome

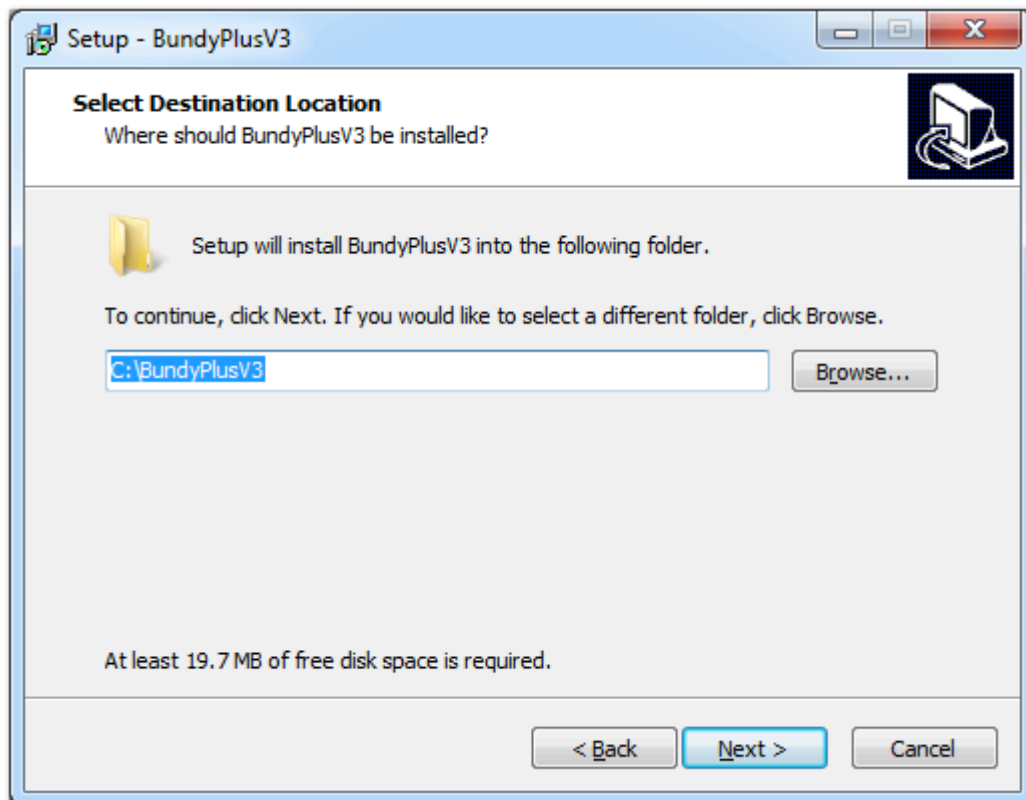
Setup will guide you through the installation process with a simple wizard that asks various questions.

You need to read and accept the terms of the licensing agreement.

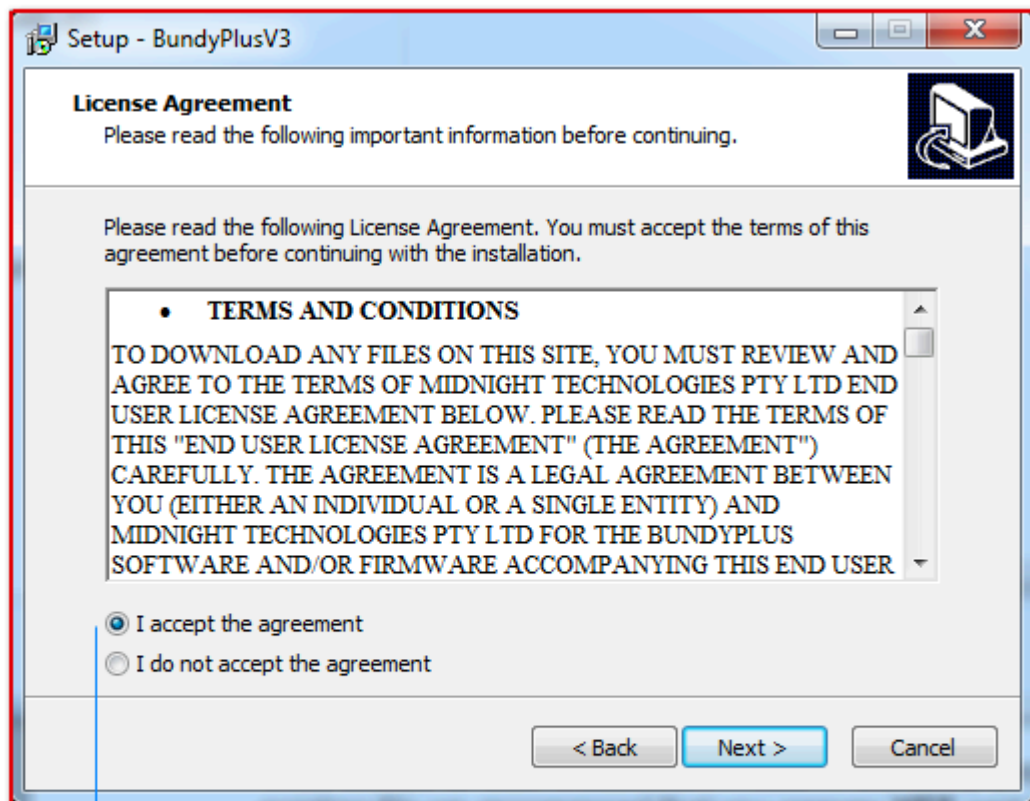


Setup - Select Destination Location

BundyPlus™ by default will be installed in to “C:\BundyPlusV3”, you can change this drive and directory to whatever you want – we would however recommend that you leave this as the default. Once BundyPlus™ has been installed and configured you can move the database to a mapped network drive. However BundyPlus™ needs to be installed on all PC's / machines that need to access to the BundyPlus™ system.



Setup - License Agreement



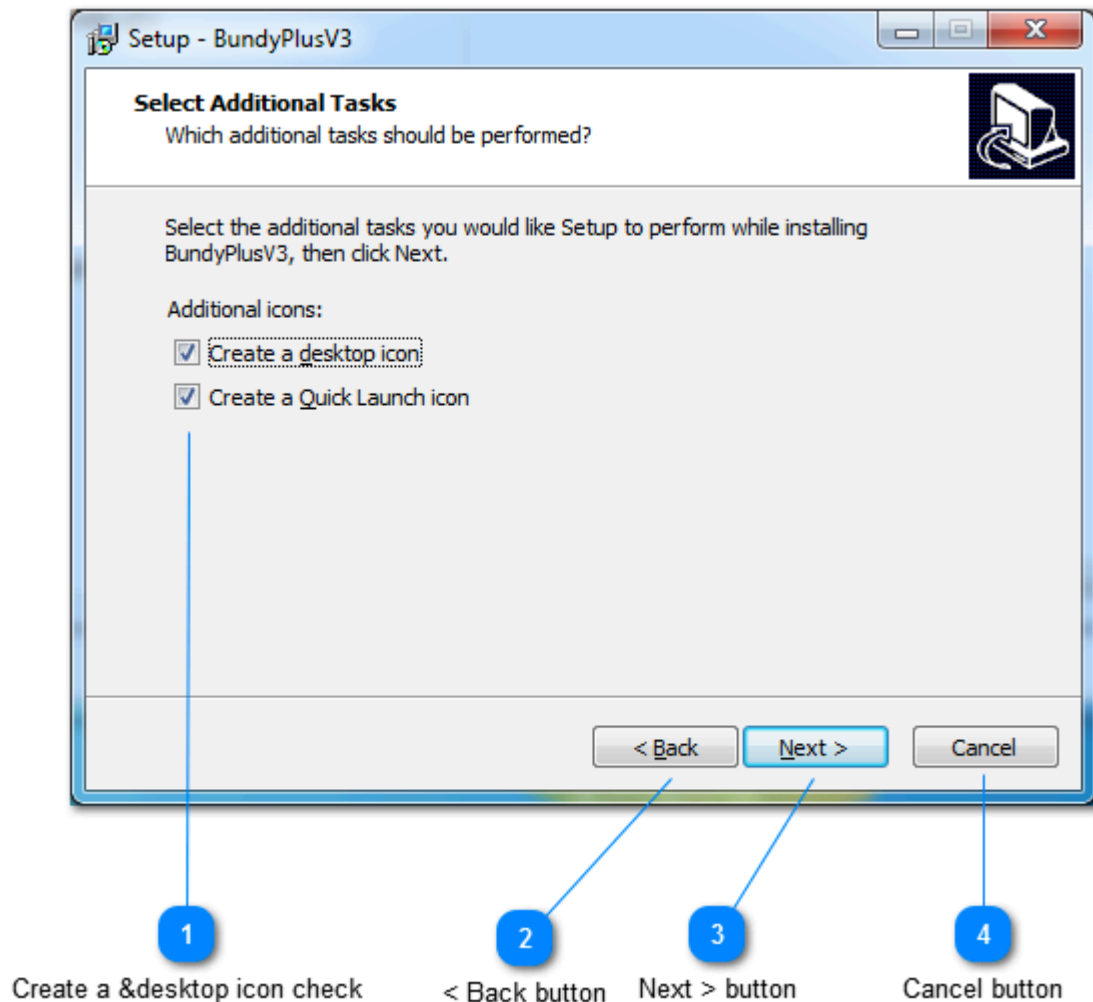
1

I accept the agreement option

- I accept the agreement option**
This must be selected to continue installation which means you have accepted the agreement terms and conditions

Setup - Additional Tasks

Once the install is completed – you can Launch BundyPlus™ from the Wizard or from the desktop or Quick Launch Icon.



1 Create a &desktop icon check

You can create a desktop shortcut icon and / or a Quick Launch Icon.

2 < Back button

Go back to previous screen.

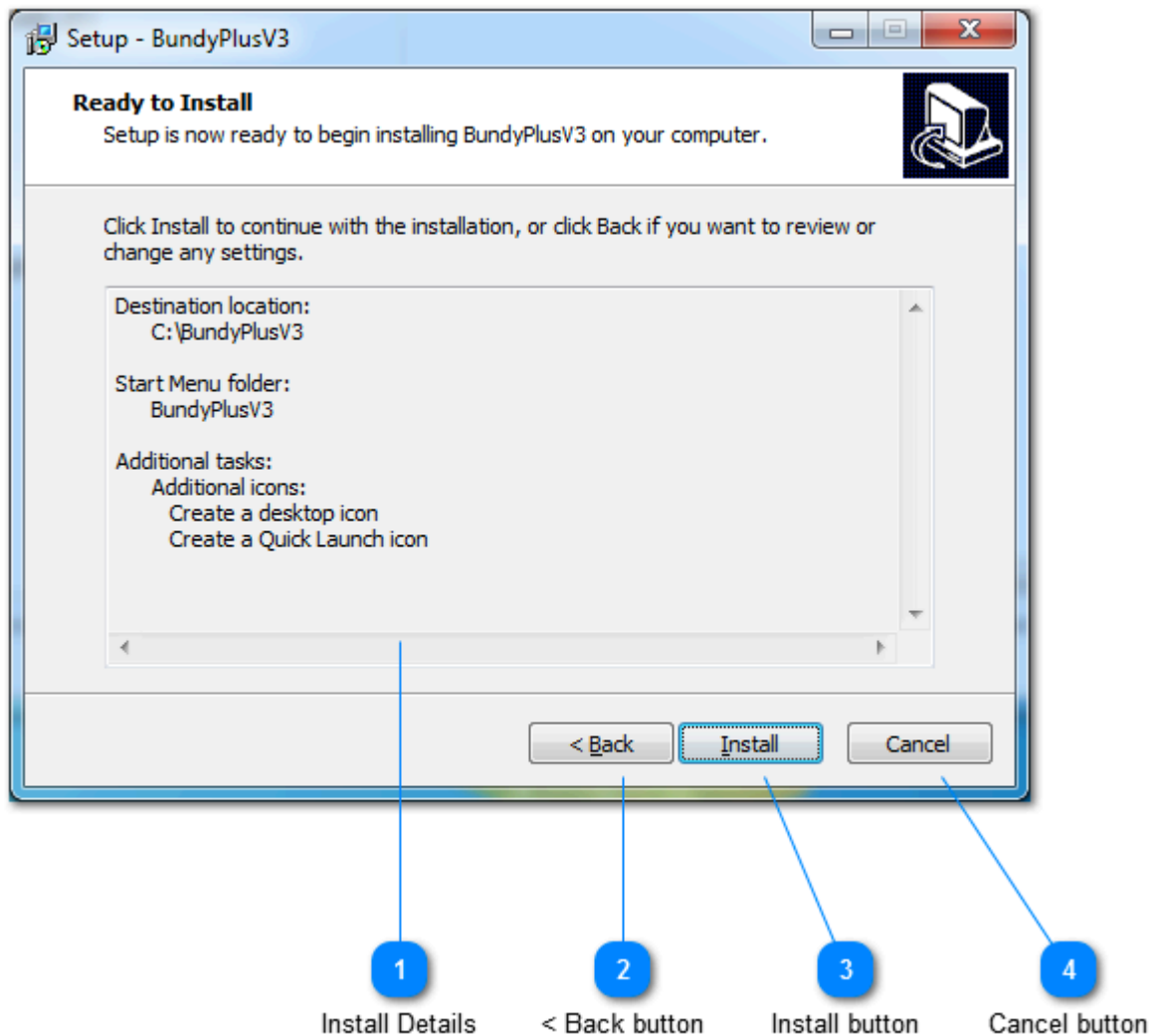
3 Next > button

Go to next screen.

- 4 **Cancel button**
Exits setup

'What time did you start work today.....?'

Setup - Ready to Install



1 Install Details

Shows the summary of the installation about to take place

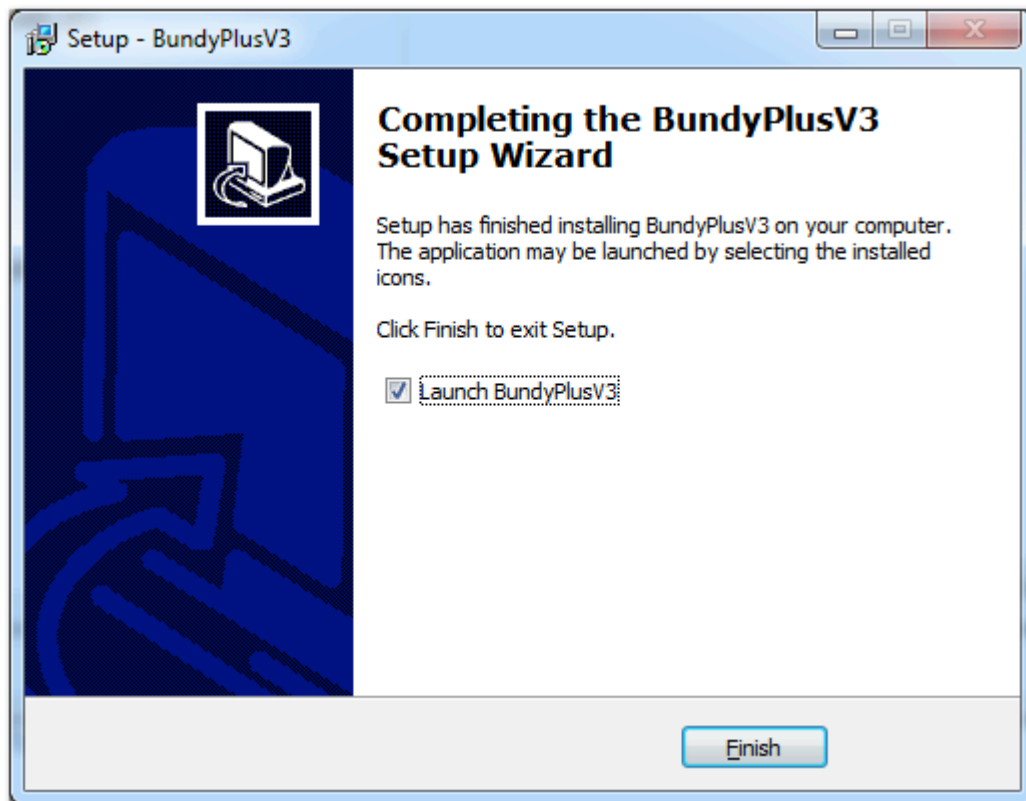
2 < Back button

3 Install button

Click here to begin installation

4 Cancel button

Setup - Setup Complete

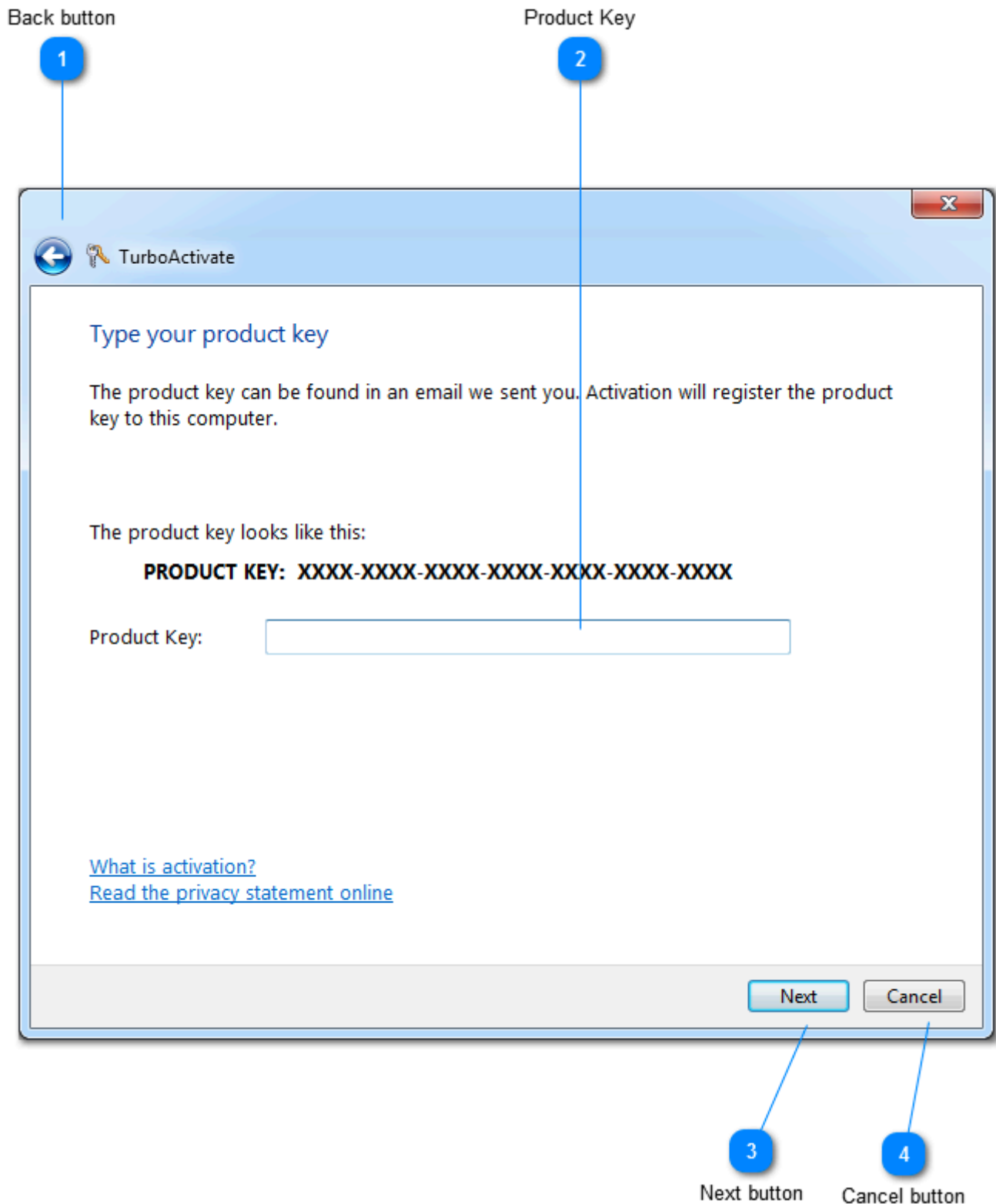


'What time did you start work today.....?'

License Activation

BundyPlus™ requires licensing. Your license key can be found on your CD cover supplied or sent via email when purchased. Free 30-day trial software can be downloaded from www.BundyPlus.com.au.

Activation window



1

Back button

Returns to previous page.

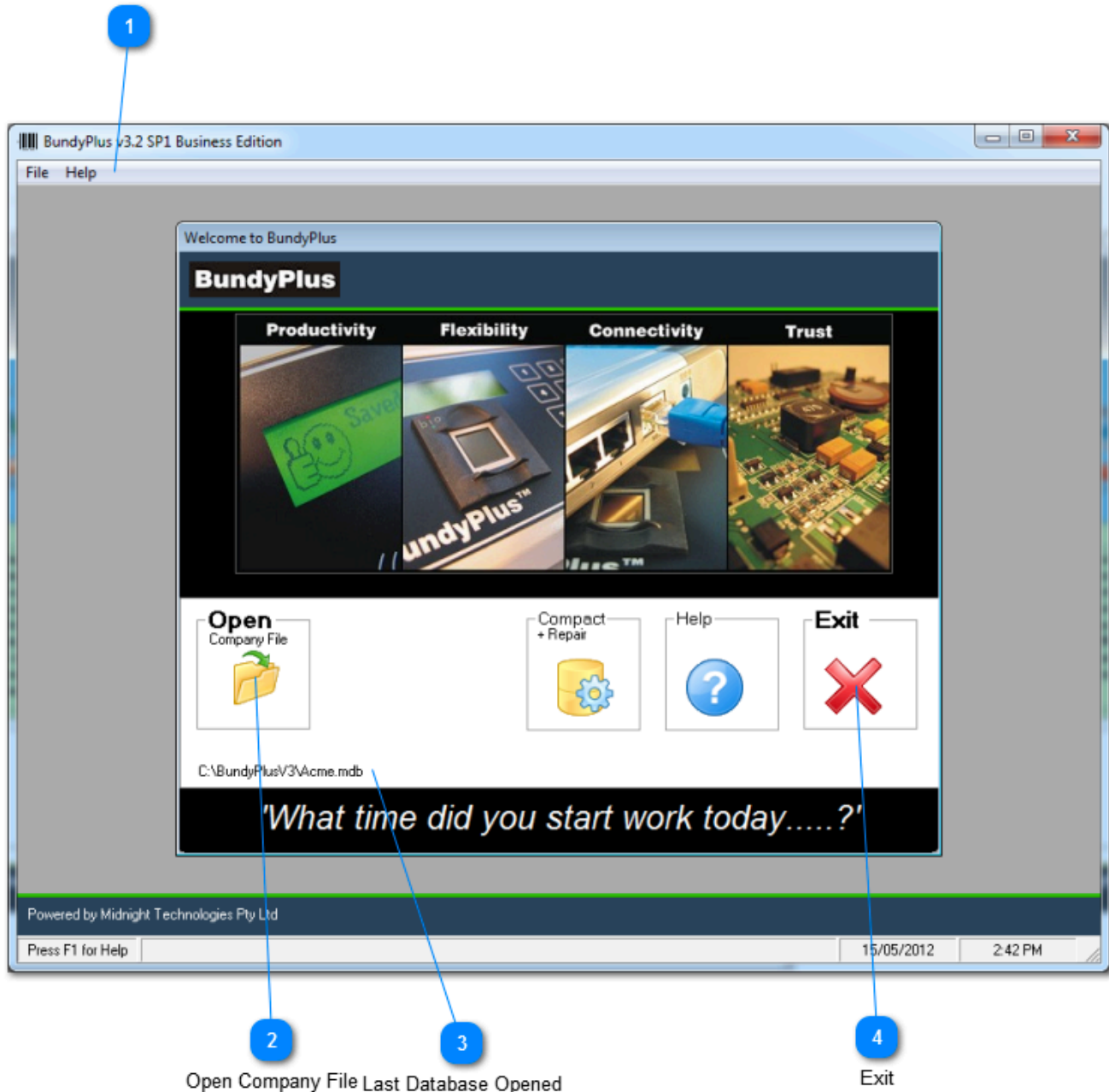
- 2 Product Key**
When you have purchased a license for BundyPlus™ you will be supplied with a License Key either on the CD cover or via email. Enter that information here.

- 3 Next button**
Click here to validate your license key.

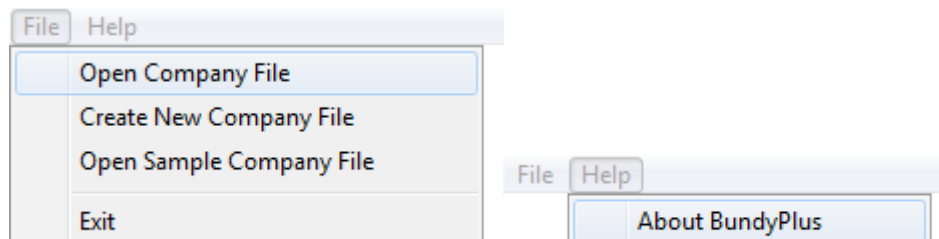
- 4 Cancel button**
Exits license wizard

Opening sample database

Application menu bar



1 Application menu bar

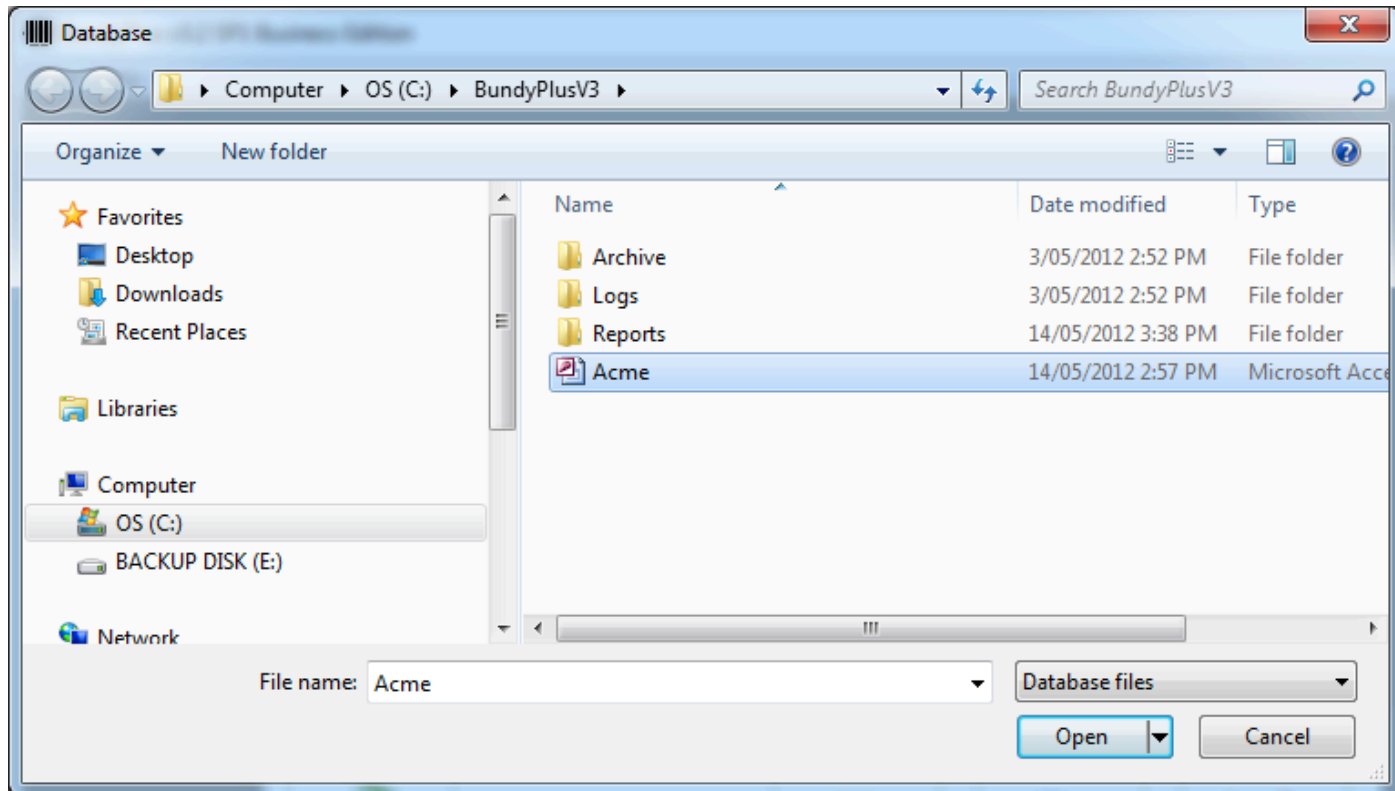


'What time did you start work today.....?'

The application menu bar contains menus to open and help files.

2 Open Company File

Click here to select and open a Company File database. Select "Acme" database then open.



3 Last Database Opened

This text shows the last Company File that was opened. If the file can't be found BundyPlus™ will display the a warning.

4 Exit

Press this button to exit BundyPlus™.

Upgrading from BundyPlus v2

Upgrading from BundyPlus™ v2 to any of the BundyPlus™ T&A Suites is painless.

Typical Single PC Upgrade

- Download and install BundyPlus™ v3 as per [instructions](#).
- Copy your working database from your existing BundyPlus™ V2 directory (this may be called BundyPlus.mdb) into your new BundyPlusV3 directory.
- Copy your MWSClock.INI file from your existing BundyPlus™ V2 directory into your new BundyPlusV3 directory.
- Start BundyPlus™ V3 and open copied database.
- BundyPlus™ will warn you are about to open a BundyPlus™ V2 database. Click "YES" to open. Note: A backup of your existing database will be created automatically (YYYYMMDD_backup_BundyPlus).
- Click "Talk to BundyClocks" and confirm ClockComms export path is pointing to the new BundyPlusV3 directory.

Typical Multiple User (shared database) Upgrade

- Download and install BundyPlus™ v3 as per [instructions](#).
- Copy your MWSClock.INI file from your existing BundyPlus™ V2 directory into your new BundyPlusV3 directory.
- Start BundyPlus™ V3 and open network database.
- BundyPlus™ will warn you are about to open a BundyPlus™ V2 database. Click "YES" to open. Note: A backup of your existing database will be created automatically (YYYYMMDD_backup_BundyPlus).

Application Windows

The home screen is where BundyPlus™ starts after you have opened a database. All day to day and maintenance activities done from this window.

Command Centre Window



- 1 Application menu bar**
Contains quick key commands to file, command centre and maintenance centre functions.
- 2 Payrun Centre**
This area contains the function you typically use to process your payrun.
- 3 Maintenance Centre**
This area contains the functions you need to maintain BundyPlus™.
- 4 Talk to Bundy Clocks**
This icon will launch ClockComms enabling you to communicate with network attached time clocks.
- 5 Process Payrun**
This section displays employee time sheets in a tabulated form. Employee's times worked are assigned here to selected time types and allowances ready for export to your payrun.

'What time did you start work today.....?'

6 Reports

In this section reports can be created help you manage your business. Reports can be printed and exported into popular formats.

7 Employee Cards

This section is used to create, edit and delete employee cards.

8 Time Types

This section is used to create, edit and delete time types.

9 Allowances

This section is used to create, edit and delete allowances.

10 Sirens and Access Control

This section is used to create, edit and delete relay event times controlling sirens or security doors.

11 Admin User Rights

This section is used to create, edit and delete administration users login details and access rights.

12 Application Settings

This section is used to modify system settings and preferences.

13 Check for Updates

This section is used to check for subscription and application updates.

14 Remote Assistance

This icon is used to launch Team Viewer remote assistance tool.

15 Job Costing

This section is used to create, edit and delete job costing details.

16 Current Company File

This shows current path and name of Company File opened.

Payrun Centre

The Payrun Centre is the main window where you perform every day payrun activities.

Payrun Centre



Talk to Bundy
Clocks



Process Payrun



Reporting

Talk to Bundy Clocks

This icon will launch ClockComms where employee clocking records can be download and other functions. See ClockComms manual for further assistance.

Process Payrun

Process Payrun is where employees time sheets are reviewed, authorised (Posted) and exported to payroll.

Spread sheets for each employee can be generated and viewed with consolidated totals page.

Note: Only authorised (Posted) data will be shown on spread sheets.

Process Time Cards (Select Pay Run)

The screenshot shows the 'Process Time Cards (Select Pay Run)' interface. At the top, there are three main actions: 'Process' (1), 'Create Spread Sheet' (2), and 'Export to payroll' (3). Below these is a 'Menu' bar with icons for 'Back', 'Process', 'Create Spread Sheet', and 'Export to Wage Easy 1.0'. To the right of the menu is a 'Did You Know?' box stating 'Only Authorized Time Card's are exported to Wage Easy 1.0 and spread sheets.' and a 'Help' button. The main section is titled 'Details' and contains several input fields and a 'Quick select' button. The 'Quick select' button is labeled 5. The 'End of pay week is:' field is labeled 4. The 'Custom Filters' section includes 'Pay run name:' (10), 'Supervisor:' (9), and 'Select pay week:' (7). The 'Select pay week:' field has a date picker icon labeled 8. The 'Select processed pay run' button is labeled 6. A callout box on the right shows a blue BundyPlus time card with the text 'Process Pay Run from a specific pay week date.'

1

Process

Click here to proceed on to process time cards based on the custom filters criteria.

2

Create Spread Sheet

Click here to create a spread sheet based on the custom filters criteria selected.

'What time did you start work today.....?'

Note: Only authorised (Posted) data will be displayed.

3 Export to payroll

Click here to export to selected payroll interface based on the custom filters criteria selected.

Label shown will reflect the current [Payroll Settings group](#) setting.

Note: Only authorised (Posted) data will be displayed.

4 End of pay week

Shows the end date of the selected pay run.

5 Quick select

Selecting this option will automatically select the next last day of the pay week as set in the [Payroll Settings group](#) setting. You can click on the End of pay week combo box and select whichever date applies.

6 Select specific payrun

Selecting this option will enable to to select a specific pay period.

7 Select pay week

From here you can select recent pay run dates.

8 Date picker

Click here to select the date you require. Note: BundyPlus™ will automatically round the date selected to the end of that payrun.

9 Supervisor

Selects which supervisor groups are to be displayed on the process time cards window.

10 Pay run name

This selection will choose what payrun is used from the list available.

'What time did you start work today.....?'

'What time did you start work today.....?'

Process Time Cards (Details)

The screenshot shows the 'Details - Payrun: Payrun#1 Supervisor All' window. It includes a menu bar with icons for Back, Previous Employee, Next Employee, Select Employee, Authorize (Post), Create Spread Sheet, Export to Wage Easy 1.0, Print Preview, and Help. Below the menu is the 'Employee Details (1 of 2)' section, which contains fields for Name (Road Runner), Card# (1001), and Payroll# (1001). To the right of these fields is an 'Employee Notes' icon and a 'Review Clockings' icon. Further right is an 'Estimated pay cost' box showing '\$406.00'. Below the employee details is the 'Road Runner's Time Sheet' table, which displays clock-in and clock-out times, pay start and end times, breaks, and various time types (Total Hours, Unassigned Hours, Ordinary Time, Time & Half, Double Time, Sick Leave, Fuel, Meal) for each day of the week (Tue to Mon) and a Totals column. The table data is as follows:

	Tue 15/05/12	Wed 16/05/12	Thu 17/05/12	Fri 18/05/12	Sat 19/05/12	Sun 20/05/12	Mon 21/05/12	Totals
Clock-In	8:28	9:00	7:15	8:30	8:01			
Clock-Out	16:31	17:12	16:30	16:32	12:00			
Pay Start Time	8:28	9:00	7:15	8:30	8:01			
Pay End Time	16:31	17:12	16:30	16:32	12:00			
Breaks	0:30	1:00	0:30	0:30	0:00			
Total Hours	7:33	7:12	8:45	7:32	3:59			35:01
Unassigned Hours	0:03	0:12	0:15	0:02	0:00			0:32
Ordinary Time	7.50	7.00	7.50	7.50	4.00			29.50
Time & Half			1.00					5.00
Double Time								
Sick Leave								
Fuel								
Meal	1	1	1	1	1			5

Numbered callouts (1-24) point to various elements: 1. Previous Employee button; 2. Next Employee button; 3. Select Employee button; 4. Days column header; 5. Authorize (Post) button; 6. Create Spread Sheet button; 7. Export to Payroll button; 8. Print Preview button; 9. Name field; 10. Card# field; 11. Payroll# field; 12. Employee Notes icon; 13. Review Clockings icon; 14. Estimated Pay Cost; 15. Clock In time; 16. Clock Out time; 17. Pay Start Time; 18. Pay End Time; 19. Breaks; 20. Total Hours; 21. Unassigned Hours; 22. Time types; 23. Allowances; 24. Totals column.

1 Previous Employee

Click here to move to the previous employee time sheet. If the payrun is on a fortnightly cycle, this button will dogle between previous employee and employee's previous time sheet week.

2 Next Employee

Click here to move to the next employee time sheet. If the payrun is on a fortnightly cycle, this button will dogle between next employee and employee's next time sheet week.

3 Select Employee

Click to to select any employee from [Select Pay Run](#) criteria.

'What time did you start work today.....?'

4 Days

Displays the current dates under review.

5 Authorize (Post)

Click here to authorize (Post) hours assigned to time types and units assigned to allowances. This saves the entered data so it can be retrieved and redisplayed later. If the current payrun uses a weekly pay cycle then Posting will automatically advance to the employee. If the current payrun uses a fortnightly pay cycle then Posting will automatically advance to the employee's next week. Subsequent Posting will advance to the next employee.

6 Create Spread Sheet

Click here to create a spread sheet based on the custom filters criteria selected.

Note: Only authorised (Posted) data will be displayed.

7 Export to Payroll

Click here to export to selected payroll interface based on the custom filters criteria selected.

Label shown will reflect the current [Payroll Settings group](#) setting.

Note: Only authorised (Posted) data will be displayed.

8 Print Preview

Click here to create a print preview of the current time sheet.

9 Name

Displays the name of the currently selected employee.

10 Card#

Displays the current Employee card number. This is the actual number on the barcode, magnetic stripe or proximity card used for clocking in and clocking out.

'What time did you start work today.....?'

11 Payroll#

Displays the current Employee payroll number. This MUST be the payroll number as used when exported into your Payroll system.

12 Employee Notes

Click here to review or edit the notes for the current employee.

13 Review Clockings

Click here to get a detailed view, edit, add or delete any the selected employee's clocking records over any of the selected date range.

14 Estimated Pay Cost

Displays the approximate pay cost for the current employee.

Note: Dollar values shown are an approximation only and must not be used as a

15 Clock In

Displays the employee's first clocking of the day.

16 Clock Out

Displays the employee's last clocking of the day.

17 Pay Start Time

Displays when the pay time is going to start. Start times can be changed by simply selecting the cell required and typing a new value.

18 Pay End Time

Displays when the pay time is going to end. End times can be changed by simply selecting the cell required and typing a new value.

19 Breaks

Displays the amount of time to be deducted for breaks.

'What time did you start work today.....?'

20 Total Hours

Displays the total time in hours between Pay Start Time and Pay End Time (less Break period).

21 Unassigned Hours

Displays the remaining period of time that has not been assigned to any of the available time types for that day.

22 Time types

List of available time types. Period of time can be entered in time format (01:30) or decimal format (1.5).

23 Allowances

List of the available allowances. 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.

24 Totals

This column displays the total sum of Hours Worked, Unassigned Hours, hours assigned to each time type, units assigned to each allowance for the week shown.

Processing Time Cards

The processing screen is where employees time sheets are reviewed, authorised (Posted) and exported to payroll. Employee's clocking are grouped into day columns, times tallied, and automatically assigned as per the [employees profile](#). The balance of the Total Hours less hours assigned is placed in the Unassigned Hours cell.

Employees are human and unfortunately mistakes can be made. BundyPlus™ will do its best to notify where problems are detected. See [Reports](#) for detailed clocking reports. Below is a typical employee time sheet with common issue scenarios.

Important to Note:

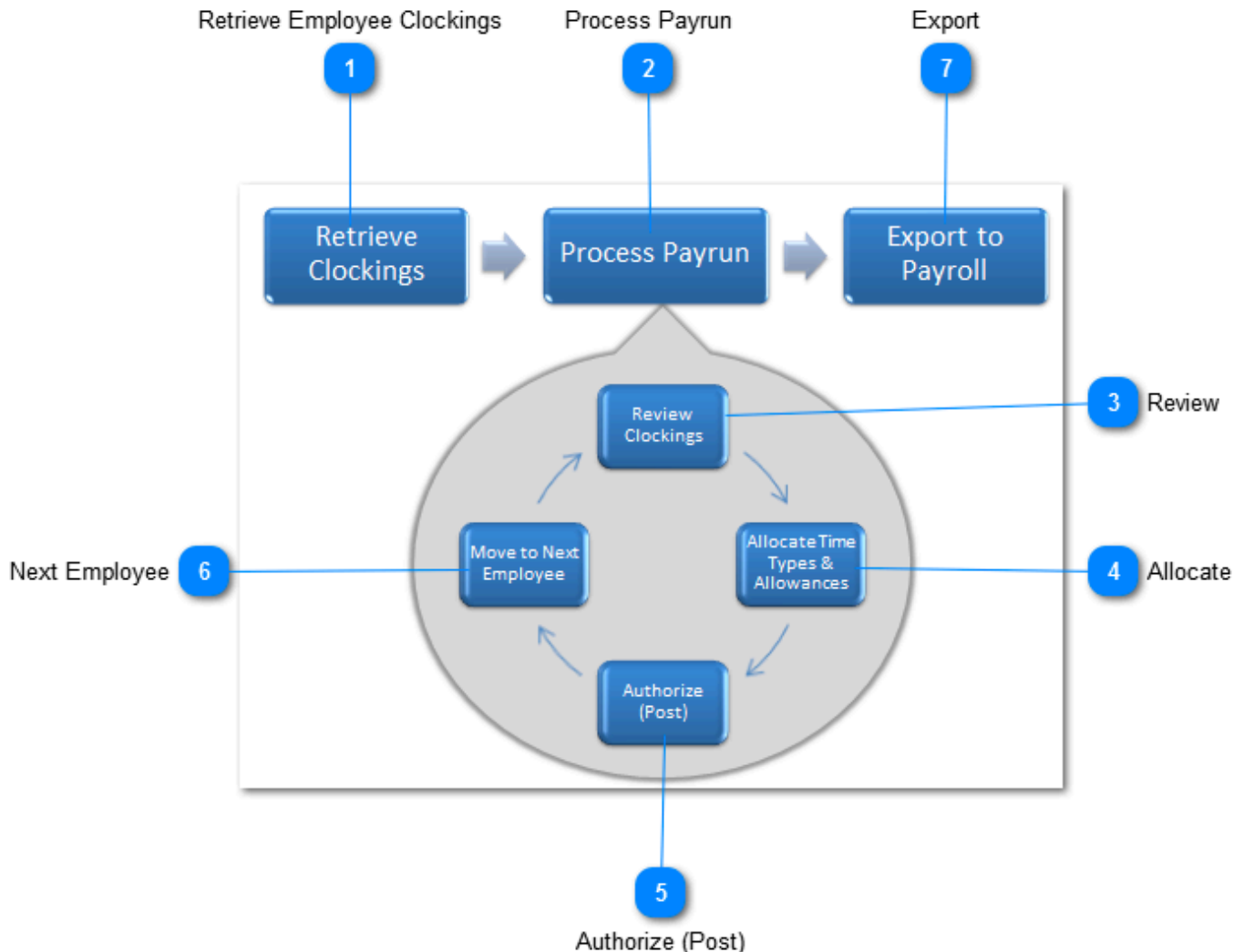
Time Type periods of time can be entered in either time format (1:30 [hh:mm]) or decimal format (i.e 1.5 [h.m]). Change the "[Show times as decimal](#)" setting to suite your preference.

Miss interpreting this format is a common mistake made!

Processing Examples

Reviewing and authorizing of employee time sheets is an important task. Employees are human and unfortunately mistakes can be made. Below is samples of how BundyPlus™ processing of time sheets can be performed for small, medium, and large company structures.

Small Business (1-10 Employees)



Listed below is suggested steps to efficiently process a small business payroll.

1 Retrieve Employee Clockings

Before the time sheets can be processed the employee clockings needs to be downloaded from the time clocks. With typical setups this can be done from the [home screen](#) by selecting the ["Talk to Bundy Clocks"](#) icon. This will launch ClockComms which acts as a gateway between your time clocks and BundyPlus™. Double click the "Download Clockings" command and once completed exit ClockComms.

Retrieving clocking can be done as frequently as you like but in this model we suggest once a week is fine.

2 Process Payrun

Now that staff clockings are loaded into BundyPlus™, you can now review and authorize. Select the ["Process Payrun"](#) icon from the [home screen](#). Select your payrun criteria including payrun name and end of pay week.

3 Review

Now your payrun criteria is defined its time to review the available employees. Employees are human and unfortunately mistakes can be made. BundyPlus™ will do its best to notify where problems are detected but it is up to the user to make the final decision. Review each days clockings, check with staff if you have any queries about missing or odd looking clockings.

4 Allocate

Allocate times to available time types and unit to allowances where BundyPlus™ has struggled to work out what action was required.

5 Authorize (Post)

Once your happy with the employee's time sheet click the ["Authorize \(Post\)"](#) icon. This will save the time sheet information ready to be exported to your payroll.

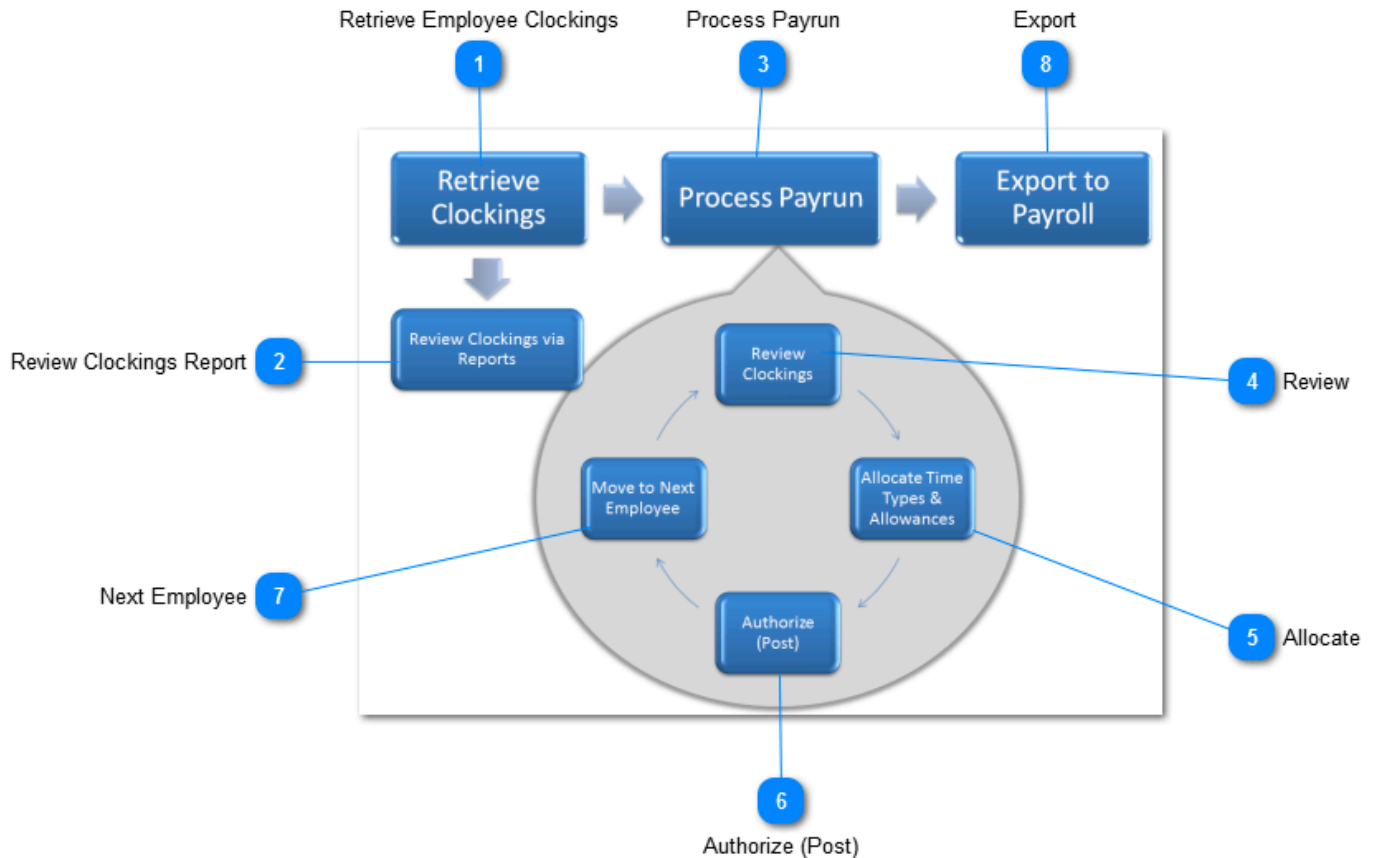
6 Next Employee

Move on to the next employee and repeat steps 3 to 5 until all employees are completed.

7 Export

OK so you've finished reviewing, allocating, and authorizing employee's time sheets. It now as simple as clicking the "Export to ..." icon to generate a export file compatible with your third party payroll system.

Medium Business (10-100 Employees)



Listed below is suggested steps to efficiently process a large business payrun.

1 Retrieve Employee Clockings

Before the time sheets can be processed the employee clockings needs to be downloaded from the time clocks. With typical setups this can be done from the [home screen](#) by selecting the ["Talk to Bundy Clocks"](#) icon. This will launch ClockComms which acts as a gateway between your time clocks and BundyPlus™. Double click the "Download Clockings" command and once completed exit ClockComms.

Retrieving clocks can be done as frequently as you like but in this model we suggest once every few days.

2 Review Clockings Report

'What time did you start work today.....?'

With the number of staff reaching 100+, it's difficult for one person to remember what has occurred for the entire week. For this reason we recommend reviewing of employee clockings every few days. This can be done via [employee clocking reports](#) or via [processing screen](#).

3 Process Payrun

Now that staff clockings are loaded into BundyPlus™ and most (if not all) issues have been resolved during the week, you can now review and authorize. Select the ["Process Payrun"](#) icon from the [home screen](#). Select your payrun criteria including payrun name and end of pay week.

4 Review

Now your payrun criteria is defined its time to review the available employees. Employees are human and unfortunately mistakes can be made. BundyPlus™ will do its best to notify where problems are detected but it is up to the user to make the final decision. Review each days clockings, check with staff if you have any queries about missing or odd looking clockings.

5 Allocate

Allocate times to available time types and unit to allowances where BundyPlus™ has struggled to work out what action was required.

6 Authorize (Post)

Once your happy with the employee's time sheet click the ["Authorize \(Post\)"](#) icon. This will save the time sheet information ready to be exported to your payroll.

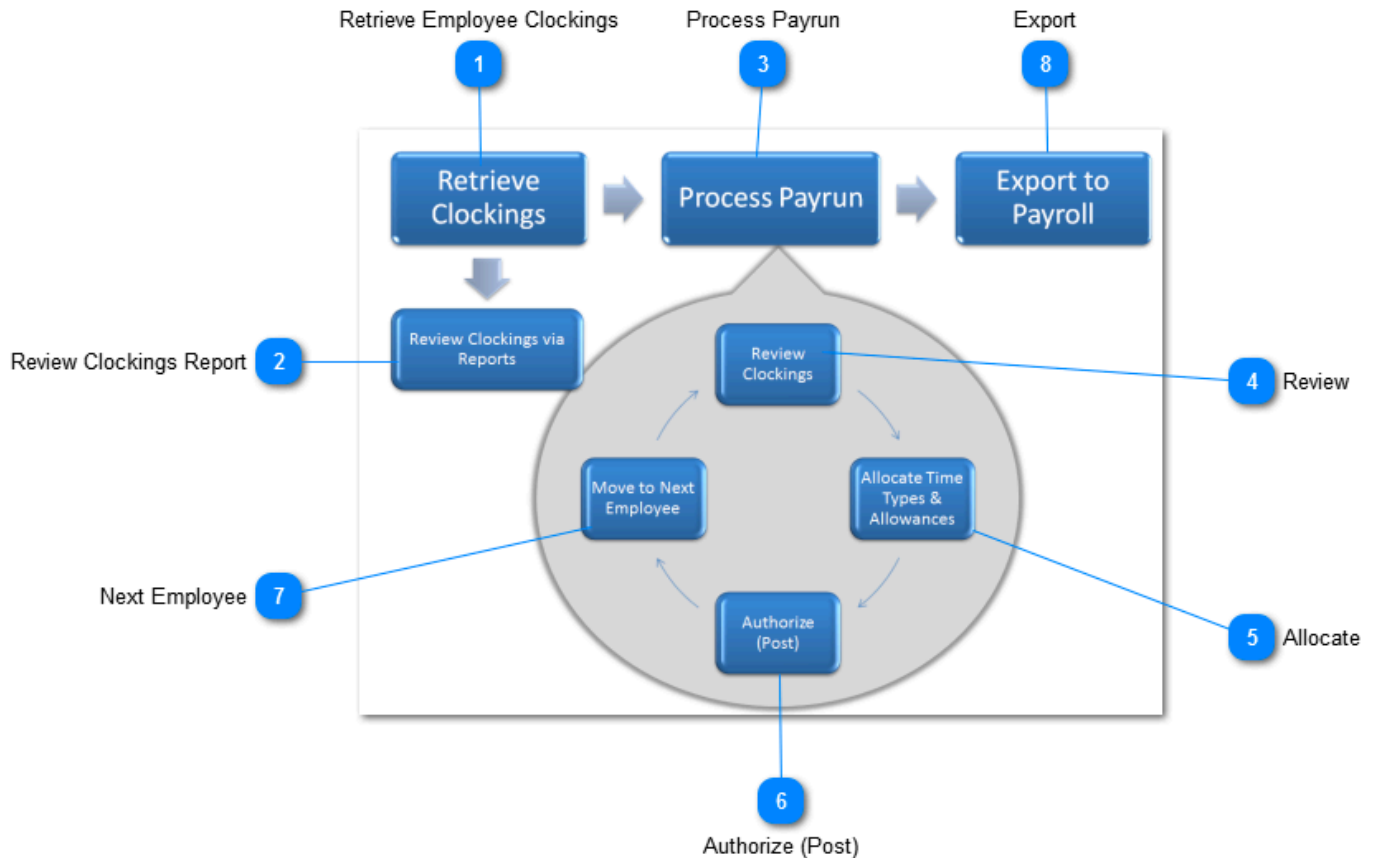
7 Next Employee

Move on to the next employee and repeat steps 3 to 5 until all employees are completed.

8 Export

OK so you've finished reviewing, allocating, and authorizing employee's time sheets. It now as simple as clicking the "Export to ..." icon to generate a export file compatible with your third party payroll system.

Large Business (100 - 1000+ Employees)



BundyPlus™ Time & Attendance Suite allows tasks to be broken out to separate computers and/or separate User Logins. Listed below is suggested task responsibilities and steps to efficiently process a large business payroll.

1 Retrieve Employee Clockings

Before the time sheets can be processed employee clockings need to be downloaded from the time clocks. For a payroll of this size we recommend ClockComms run on a central server. This will automate the retrieval of clockings by using repeat mode, set and forget!

Retrieving clocks can be done as frequently as you like but in this model we suggest anywhere from minutes to hours apart.

2 Review Clockings Report

'What time did you start work today.....?'

With the number of staff exceeding 100+, it's unreasonable for one person to remember what has occurred for the entire week. For this reason we recommend employees to be grouped by supervisors and each supervisors task is to review their group. User's rights can be configured independently if you don't want to allow access to sensitive payroll information.

3 Process Payrun

Now that staff clockings are loaded into BundyPlus™ and most (if not all) issues have been resolved during the week, you can now review and authorize. This task would normally assigned to the payroll officer. We recommend this task is run every few days to prevent a backlog of work. Select the ["Process Payrun"](#) icon from the [home screen](#). Select your payrun criteria including payrun name and end of pay week.

4 Review

Now your payrun criteria is defined its time to review the available employees. Employees are human and unfortunately mistakes can be made. BundyPlus™ will do its best to notify where problems are detected but it is up to the user to make the final decision. Review each days clockings, check with staff if you have any queries about missing or odd looking clockings.

5 Allocate

Allocate times to available time types and unit to allowances where BundyPlus™ has struggled to work out what action was required.

6 Authorize (Post)

Once your happy with the employee's time sheet click the ["Authorize \(Post\)"](#) icon. This will save the time sheet information ready to be exported to your payroll.

7 Next Employee

Move on to the next employee and repeat steps 3 to 5 until all employees are completed.

8 Export

OK so you've finished reviewing, allocating, and authorizing employee's time sheets. It now as simple as clicking the "Export to ..." icon to generate a export file compatible with your third party payroll system.

Time Sheet Examples

Below is a typical employee time sheet with common issue scenarios.

	Tue 15/05/12	Wed 16/05/12	Thu 17/05/12	Fri 18/05/12	Sat 19/05/12	Sun 20/05/12	Mon 21/05/12	Totals	
Clock-In	8:28	8:15	7:15	8:30	8:00				
Clock-Out	16:31		16:30	15:32	12:00				
Pay Start Time	8:28	8:15	7:15	8:30	8:00				
Pay End Time	16:31		16:30	15:32	12:00				
Breaks	0:30		0:30	0:30					
Total Hours	7:33		8:45	6:32	4:00			26:50	Total Hours
Unassigned Hours	0:03		1:15	6:32	0:00			7:50	Unassigned Hours
Ordinary Time	7.50		7.50		4.00			19.00	Ordinary Time
Time & Half									Time & Half
Double Time									Double Time
Sick Leave									Sick Leave
Fuel									Fuel
Meal									Meal

Standard Day 1

2 Missing Clocking

3 Worked more than profile

4 Worked less than profile

5 No profile

1 Standard Day

This example shows the employee has clocked IN and OUT correctly within a reasonable tolerance. Total Hours calculated and as the employee has met the minimum [Standard daily work hours](#) profile, Ordinary Time is automatically assigned. The balance of the days time is in the Unassigned Hours.

It's up to the user to leave 3min in Unassigned Hours or assign it to a time type.

2 Missing Clocking

This example shows a missing clocking scenario. The employee has clocked IN but forgotten to clock OUT. Total Hours can not be determined and hence type times can not be assigned.

How to resolve this scenario

- Double click in the Clock-Out cell for that day and manually add a new clocking. Once entered BundyPlus™ will tally the hours and assign time types as normal.
- Select the Pay End Time for that cell and manually add the end time. Once entered BundyPlus™ will tally the hours ready for assignment to time types as normal.
- Select Ordinary Time cell for that day and manually add the period of time you want to assign to that day.

'What time did you start work today.....?'

3 Worked more than profile

This example shows the employee has clocked IN early and OUT correctly. Total Hours are calculated and as the employee has met the minimum [Standard daily work hours](#) profile, Ordinary Time is automatically assigned. The balance of the days time is in the Unassigned Hours.

On this occasion employee may have been directed to start work early or simply turned up early but did not commence work until later. It's up to the user assign the remaining time to a time type or leave it in Unassigned Hours.

How to resolve this scenario

- Double click in the Clock-In cell for that day and manually correct the clock IN time. Once entered BundyPlus™ will tally the hours and assign time types as normal.
- Select the Pay Start Time for that cell and manually type over with the time required. Once entered BundyPlus™ will tally the hours ready for assignment to time types as normal.
- Select a time type cell for that day and manually enter the period of time you want to assign to that day.

4 Worked less than profile

This example shows the employee has clocked IN correctly but clocked OUT early. Total Hours are calculated and as the employee has not met the minimum [Standard daily work hours](#) profile, all time is left in Unassigned Hours.

On this occasion employee may have left early or taken time in lieu from the previous day. It's up to the user assign the appropriate time to a time type.

How to resolve this scenario

- Double click in the Clock-Out cell for that day and manually correct the clocking time. Once entered BundyPlus™ will tally the hours and assign time types as normal.
- Select the Pay End Time for that cell and manually type over with the time required. Once entered BundyPlus™ will tally the hours ready for assignment to time types as normal.
- Select a time type cell for that day and manually enter the period of time you want to assign to that day.

5 No profile

'What time did you start work today.....?'

This example shows the employee has clocked IN and OUT on a day that has no minimum [Standard daily work hours](#) profile. In this scenario, ALL Total Hours gets assigned to the employee's default time type.

How to resolve this scenario

- Create a minimum [Standard daily work hours](#) profile for that employee.

Reports

This section generates various reports using filter selection options.

Reports & Filters

The screenshot shows the 'Reports' interface. At the top, there are four tabs: 'Supervisor' (1), 'Run Report' (9), 'Review Clockings' (10), and 'Report type' (2). Below these is a 'Menu' bar with 'Back', 'Run Report', 'Review Clockings', and 'Help' icons. The main area is titled 'Details' and contains a 'Report Type' dropdown (2) set to 'Employee Clockings - Summary'. Below this is a 'Report Filters' section with a 'Supervisor' dropdown (1) set to 'All supervisors', an 'Employees' text input (4) with a 'Select' button (3), a 'Start date' text input (6) with a date picker (5), and an 'End date' text input (8) with a date picker (7). The date pickers show '01-May-2012' and '29-May-2012' respectively.

1 Supervisor

Selects which supervisor groups are to be displayed on the selected report.

2 Report type

Selects the type of report to be run.

3 Employee picker

Click here to select which employees are to be displayed on the selected report.

4 Employee selection

Displays the selected employees.

- 5 **Start date picker**
Click here to choose the reports start date. This is used in conjunction with the report end date filter.
- 6 **Start date selection**
Displays the start date of the report.
- 7 **End date picker**
Click here to choose the reports end date. This is used in conjunction with the report start date filter.
- 8 **End date selection**
Displays the end date of the report.
- 9 **Run Report**
Click here to run the selected report type based on selected date, employee, supervisor parameters.
- 10 **Review Clockings**
Click here to review any of the selected employee clocking records over any of the selected date range. See [Clockings Window](#).

Report Window

The screenshot shows the 'Reports' window with a menu bar at the top. The menu bar contains icons for Back, Run Report, Review Clockings, Print, Export, and Help. Above the menu bar, five numbered callouts (1-5) point to the corresponding buttons: 1 points to Run Report, 2 to Review Clockings, 3 to Print, 4 to Export, and 5 to Details. Below the menu bar, there is a 'Details' section with a green header. This section contains a table with the following data:

Employee Clockings - Detail			
Supervisors: All supervisors			
Employees Selected: ALL Employees			
Period Selected: Wed, 16-May-2012 to Wed, 16-May-2012			
Report Created: Wed, 16-May-2012 11:44:25 AM			
Employee Name	Date	Clockings	Notes
Road Runner	Wed, 16/05/2012	09:00 AM Clock IN	05:12 PM Clock OUT
Wile E Coyote	Wed, 16/05/2012	No clockings	

1 Run Report
Click here to run the report again.

2 Review Clockings
Click here to review any of the selected employee clocking records over any of the selected date range.

3 Print
Click here to either print preview, print, and page customisation.

4 Export
Click here to export the selected report to either XLS, PDF, CVS, or HTML file formats.



Details

Shows the details of the report based on previously selected filter criteria.

Employee Clockings window

The screenshot shows the 'Employee Clockings' window. At the top, there's a 'Menu' bar with icons for Back (1), New (2), Edit (3), Delete (4), Employee (5), Date (6), and Help (7). Below the menu, there's a dropdown for 'Employee' (currently 'Road Runner') and a dropdown for 'Date' (currently 'Wednesday, 16/05/2012'). The main area displays a table titled 'Wednesday, 16 May 2012' with columns: Clocking Time (8), Direction (9), Department (10), and Job Activity (11). The first row shows '08:15 AM', 'Clocked...', 'Assembly(100)', and 'New Job(123)'. The table has 12 rows in total. A 'Result Window' (8) is visible at the bottom left.

Clocking Time	Direction	Department	Job Activity
08:15 AM	Clocked...	Assembly(100)	New Job(123)

'What time did you start work today.....?'

- 1 **Back**
Click here to return to previous screen.
- 2 **New**
Click her to create a new clocking record for the selected Employee and date.
- 3 **Edit**
Click here to edit selected item.
- 4 **Delete**
Click here to delete selected item.
- 5 **Employee**
Click her to select an employee from available list. Once selected results area will display clockings found for the selected date.
- 6 **Date**
Click here to select a date from the available list. Once selected results area will display clockings found for the selected date.
- 7 **Help**
Click here for help on this topic.
- 8 **Result Window**
Displays a summary list of the clockings found for the selected employee and date.
- 9 **Clocking Time**
Time of clocking
- 10 **Direction**
Displays the direction(type) associated to the clocking (if enabled).

11

Department

Displays the department associated to the clocking (if enabled).

12

Job Activity

Displays the job activity associated to the clocking (if enabled).

Clocking Record window

The screenshot shows the 'Clocking Record' window. At the top, there are five buttons: 'Back' (1), 'Time' (2), 'Date' (4), 'Time the following day' (3), and 'Help' (6). The window itself has a title bar 'Clocking Record' and a menu bar with 'Menu' and 'Back'. Below the menu bar is a 'Details' section with a green header. It contains a 'Time' field (2) with the value '08:15', a 'Date' field (4) with the value '16-May-2012', and a checkbox 'Time the following day' (3). Below the 'Details' section is a 'Job Costing Details' section with three dropdown menus: 'Action' (7) with the value 'Clocked IN', 'Department' (8) with the value '100', and 'Job Level 1' (9) with the value '123'. A 'Date Selector' (5) is located at the bottom right of the window.

1 Back

Click here to go back to previous screen.

2 Time

This field displays the clocking time. Enter time in 24hr HH:MM format.

3 Time the following day

'What time did you start work today.....?'

Tick this box if the time shown is part of the next day. Example: An employee shift starts at 9:00PM and finishes 3:00AM the next day. The 3AM clocking can have this checkbox ticked so both clockings are accessed as the one day, not over two days. Note: This setting is only displayed if "Allow clocking over midnight" is checked in [application settings](#).

4**Date**

Displays the date of the clocking.

5**Date Selector**

Click here to open a date picker to change required value.

6**Help**

Displays help on the subject.

7**Action**

Click here to select for the available clocking action types (If enabled).

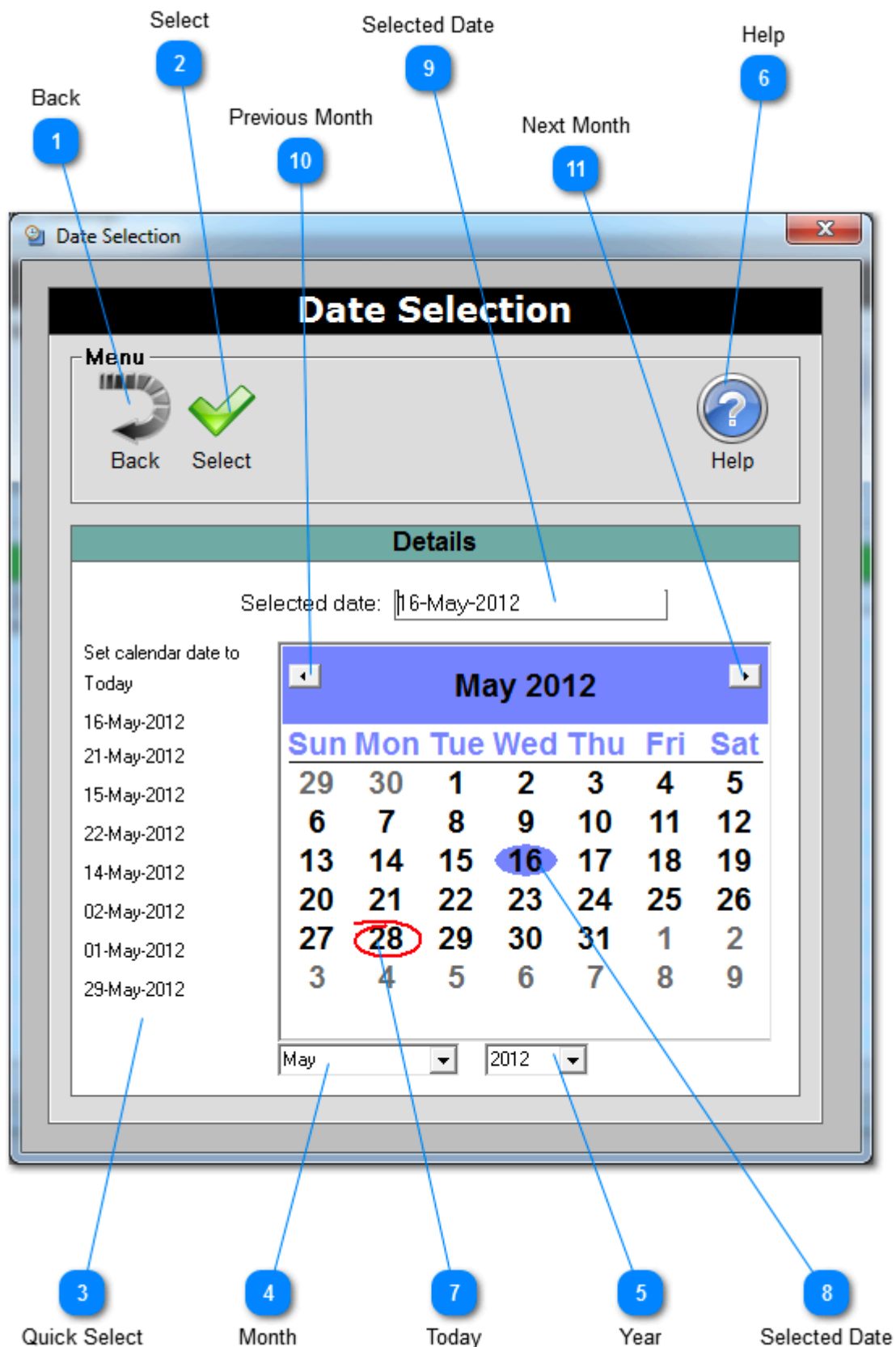
8**Department**

Click here to select from the available departments (If enabled).

9**Job Activity**

Click here to select from the available job activities (If enabled).

Date Selection window



'What time did you start work today.....?'

1 Back

Click here to go to previous screen

2 Select

Click here to commit selected date.

3 Quick Select

List previously selected dates. Click to select again.

4 Month

Click here for a list of months to select.

5 Year

Click here for a list of years to select.

6 Help

Click here is display help on this subject.

7 Today

This marker highlights todays date.

8 Selected Date

Displays the selected date.

9 Selected Date

This marker highlights the currently selected date.

10 Previous Month

Click here to move to the previous month.

11 Next Month

Click here to move to the next month.

Report Types

BundyPlus™ creates reports to assist you in managing staff, job costing, and payrun needs. New reports and filters are being developed so ensure you regularly [check for updates](#).

Employee Clockings - Summary Report

Creates a clocking summary based on previously selected filter criteria. Below is a sample report where columns shown are self explanatory.

Employee Clockings - Summary			
Supervisors: All supervisors			
Employees Selected: ALL Employees			
Period Selected: Wed, 16-May-2012 to Wed, 16-May-2012			
Report Created: Wed, 16-May-2012 1:34:48 PM			
Employee Name	Date	Number of Clockings	Notes
Road Runner	Wed, 16/05/2012	2	
Wile E Coyote	Wed, 16/05/2012	1	* Problem - Only one clocking at 09:05 AM

1

Problem detected

- Problem detected**
This report example shows where BundyPlus™ has detected a problem. Most probable cause here is that particular employee forgot to clock out. This assumption is based on the only clocking found on that day was at 09:05 AM.

'What time did you start work today.....?'

Employee Clockings - Detail Report

Creates a more detailed clocking report based on previously selected filter criteria. Below is a sample report where columns shown are self explanatory.

Employee Clockings - Detail			
Supervisors: All supervisors			
Employees Selected: ALL Employees			
Period Selected: Wed, 16-May-2012 to Wed, 16-May-2012			
Report Created: Wed, 16-May-2012 1:53:46 PM			
Employee Name	Date	Clockings	Notes
Road Runner	Wed, 16/05/2012	09:00 AM Clocking IN	05:12 PM Clocking OUT
Wile E Coyote	Wed, 16/05/2012	09:05 AM Clocking IN	Only 1 clocking!

1

Problem detected

- 1 Problem detected**
- This report example shows where BundyPlus™ has detected a problem. Most probable cause here is that particular employee forgot to clock out. This assumption is based on the only clocking found on that day was at 09:05 AM.

'What time did you start work today.....?'

Employee Clockings - Detail Report (including Job Costing)

Creates a detailed clocking report including job costing information based on previously selected filter criteria. Below is a sample report where columns shown are self explanatory.

Employee Clockings - Detail (including Job Costing)			
Supervisors:All supervisors			
Employees Selected:ALL Employees			
Period Selected:Wed, 16-May-2012 to Wed, 16-May-2012			
Report Created: Wed, 16-May-2012 2:02:28 PM			
Employee Name	Date	Clockings	Notes
Road Runner	Wed, 16/05/2012	09:00 AM Clock IN Assembly(100) New Job(123)	05:12 PM Clock OUT -Unknown-()
Wile E Coyote	Wed, 16/05/2012	09:05 AM Clock IN -Unknown-()	Only 1 clocking!

Job Costing Report - Summary

Creates a job costing clocking summary report based on previously selected filter criteria. Below is a sample report where columns shown are self explanatory.

Job Costing Report - Summary						
Departments:ALL Departments						
Jobs:ALL Jobs						
Period Selected:Wed, 16-May-2012 to Wed, 16-May-2012						
Report Created: Wed, 16-May-2012 2:14:21 PM						
Department	Job	Employee Name	Time Period (decimal hrs)	Job SubTotal	Department SubTotal	Notes
Assembly(100)	New Job(123)	Road Runner	8.20hrs			
Assembly(100)	New Job(123)			8.20hrs		
Assembly(100)					8.20hrs	
		Grand Total	8.20hrs			

Job Costing Report - Detailed

Creates a detailed job costing report based on previously selected filter criteria. Below is a sample report where columns shown are self explanatory.

Job Costing Report - Detailed								
Departments:ALL Departments								
Jobs:ALL Jobs								
Period Selected:Wed, 16-May-2012 to Wed, 16-May-2012								
Report Created: Wed, 16-May-2012 2:17:39 PM								
Department	Job	Employee Name	Date	Time Period (decimal hrs)	Related Clockings	Job SubTotal	Department SubTotal	Notes
Assembly(100)	New Job(123)	Road Runner	Wed, 16/05/2012	8.20hrs	09:00 AM - 05:12 PM			
Assembly(100)	New Job(123)					8.20hrs		
Assembly(100)							8.20hrs	
		Grand Total		8.20hrs				

Job Costing - Labels

Creates a HTML page with all enabled departments and job activities based on previously selected filter criteria. Once created BundyPlus™ will automatically open the file in your default internet browser. From there you can print if required. Below is a sample report where columns shown are self explanatory.

BundyPlus	
Report Created: Wed, 16-May-2012 2:22:28 PM	
Departments	Jobs
Assembly  100	New Job  123
Final QA  200	
Packing  300	
'What time did you start work today.....?'	

Employee Wages Expense Report - Summary

Creates a wages expense summary report based on previously selected filter criteria. Below is a sample report where columns shown are self explanatory.

Note:


- Only Authorized (Posted) time sheets will appear on this report.
- Dollar values shown are an approximation only and must not be used as actual value paid to employees.

Employees Wages Expense Report - Summary				
Supervisors: All supervisors				
Employees Selected: ALL Employees				
Period Selected: Wed, 16-May-2012 to Wed, 16-May-2012				
Report Created: Wed, 16-May-2012 2:28:19 PM				
Employee Name	Card Number	Time Period (decimal hrs)	\$Amount	Notes
Road Runner	1001	8hrs	\$80.00	
Total		8hrs	\$80.00	

Maintenance Centre

This is the area where system maintenance occurs. Example: adding new employees, changing siren times, added new job costing information etc.


Maintenance Centre




Employee Cards Setup




Time Type Setup



Allowance Setup




Sirens and Access Control Setup




Admin User Rights Setup

Support Subscription




Check for Updates




Remote Assistance

SUBSCRIPTION: ACTIVE (Expires 21-Apr-2013)



Job Costing Setup



Application Settings

Employee Cards

Employee cards contain the profiles for each employee including card ID, name, pay run, default time type and more.

Employee Search

The screenshot shows the BundyPlus Employee Search interface. At the top, there is a menu bar with icons for Back, New, Edit, Delete, and Export. Below this is a search filter section with a dropdown menu for 'Search by' (set to 'Employee Name'), a text input field for 'Search text', a 'Clear' button, and a 'Sort by' dropdown menu (set to 'Employee Name'). To the right of the search filters is a 'Did You Know?' box with a help icon. Below the search filters is a table titled 'Details' showing employee information. The table has columns for Card Number, Payroll Number, Employee Name, and Supervisor. The first two rows are highlighted in yellow.

Card Number	Payroll Number	Employee Name	Supervisor
1001	1001	Road Runner	BP
1002	1002	Wile E. Coyote	BP

- 1 **Search by**
Use this option to search by specific fields.
- 2 **Search text**
Enter specific text to search on.
- 3 **Sort by**
Selects the order items are displayed in details table.
- 4 **Details**
Lists the available items according to search criteria.

5**New**

Click here to create a new item.

6**Edit**

Click here to edit the selected item.

7**Delete**

Click here to delete the selected item.

8**Export**

Click here to export the listed items to a spread sheet.

Edit Employee

The screenshot shows the 'Edit Employee' form with the following fields and callouts:

- 1** Employee card number: Points to the 'Employee card number' field (value: 11001).
- 2** Employee payroll number: Points to the 'Employee payroll number' field (value: 1001).
- 3** Employee Name: Points to the 'Employee name' field (value: Road Runner).
- 9** Employee message: Points to the 'Employee message' field (empty).
- 4** Supervisor: Points to the 'Supervisor' dropdown menu (value: BP).
- 5** Pay cycle weeks: Points to the 'Pay cycle weeks' dropdown menu (value: Weekly).
- 11** Pay run name: Points to the 'Pay run name' field (value: Payrun#1).
- 10** Standard daily time type: Points to the 'Standard daily time type' dropdown menu (value: Ordinary Time).
- 7** Standard daily work hours: Points to the 'Standard daily work hours (h:mm)' row of input boxes (values: Mon 8:00, Tue 8:00, Wed 8:00, Thu 8:00, Fri 8:00, Sat, Sun).
- 8** Standard daily break period: Points to the 'Standard daily break period (h:mm)' row of input boxes (values: Mon, Tue, Wed, Thu, Fri, Sat, Sun).
- 6** Notes: Points to the 'Notes' text area (empty).

1 Employee card number

Employee card number must be between 2 and 9 numeric digits only. This is the actual number on the barcode, magnetic stripe or proximity card used for clocking in and clocking out.

2 Employee payroll number

This MUST be the payroll number as used when exported into your Payroll system. This payroll number can be different to the card number but is the same by default.

3 Employee Name

The Employee name is displayed on the LCD on the time clock each time the employee clocks on or off. If you are using the biometric time 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.

4 Supervisor

This field groups each employee to a supervisor. We would suggest using the supervisors initials; this keeps it simple and self explanatory.

5 Pay 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 Time cards 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 Time cards 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 within the pay run. You can create the Microsoft Excel spreadsheet at any time, obviously only employees with posted data will be included.

6 Notes

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

7 Standard daily work hours

Enter the number of hours and minutes that is automatically deducted from hours worked and unassigned hours. This is used to seed the normal hours worked time type (usually Ordinary time) with the standard work hours for the day in the Process Payrun 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 any breaks) automatically seeded into the hours worked time type (usually Ordinary time) then do not enter a value into this field.

8 Standard daily break period

Enter the amount of time (if any) in hh:mm format for the break for that day. Example 00:45 for 45 minutes.

9 Employee message

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

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

- 11 Pay run name**
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.

Time Types

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 Payrun](#) screen so go through the available list and delete any time types that you do not use, this will keep the [Process Payrun](#) screen uncluttered. You can also use the Display time type flag to configure which time types are displayed and which ones are not.

Time Type Search

The screenshot shows the BundyPlus Time Type Search interface. At the top, there are labels for various functions: Search by (1), New (5), Edit (6), Delete (7), Export (8), Search Text (2), and Sort by (3). Below these is the main interface. The top bar contains the BundyPlus logo and the title 'Time Type Search'. Below this is a 'Menu' section with icons for Back, New, Edit, Delete, and Export. To the right is a 'Did You Know?' section with a help icon. Below the menu is a 'Search Filters' section with a 'Search by' dropdown (1) set to 'Time Type Name', a search text input field (2), a 'Sort by' dropdown (3) set to 'Time Type Name', and a 'Clear' button. Below the search filters is a 'Details' section with a table showing time types and their values.

Time Type Name	Export text	Value Per Unit	Display order	Show item
Double Time	Double Time	20.00	3	Yes
Ordinary Time	Ordinary Time	10.00	1	Yes
Sick Leave	Sick Leave	10.00	4	Yes
Time & Half	Time & Half	15.00	2	Yes

Callout 4 points to the 'Details' section header.

1 Search by
Use this option to search by specific fields.

2 Search Text
Enter specific text to search on.

3 Sort by
Selects the order items are displayed in details table.

4

Details

Lists the available items according to search criteria.

5

New

Click here to create a new item.

6

Edit

Click here to edit the selected item.

7

Delete

Click here to delete the selected item.

8

Export

Click here to export listed items to a spread sheet.

Edit Time Types

The screenshot shows the 'Edit Time Type' form. At the top, there are two labels: 'Name' and 'Export Text'. Below them are two blue circles with numbers 1 and 2. The form itself has a title bar 'Edit Time Type'. Inside, there's a 'Menu' section with a 'Back' button and a 'Help' button. Below that is a 'Details' section. The 'Details' section contains several fields: 'Name' (with value 'Ordinary Time'), 'Export text' (with value 'Ordinary Time'), 'Value per unit: \$' (with value '10.00'), 'Date effective' (with value '14-Jan-2000' and a note '(must be a Tuesday)'), 'Previous value per unit: \$' (with value '10.00'), and 'Display order' (with value '1'). There is also an 'Enabled' checkbox which is checked. At the bottom of the form, there are six blue circles with numbers 3 through 8. Lines connect these numbers to the following labels: 3 to 'Value per unit', 4 to 'Display order', 5 to 'Previous value per unit', 6 to 'Effective date', 7 to 'Change Date', and 8 to 'Enabled check'.

1 Name
This is the actual text name of the time type and is displayed in the Process Payrun screen.

2 Export Text
This text is used when exporting job costing information to spread sheets for use with third part software.

3 Value per unit
Used to estimate the pay cost in the Process Payrun screen.

4 Display order

Is a number starting at 1 that controls the order that items are displayed on the Process Payrun screen. The lowest number is displayed first, the highest number is displayed last.

5 Previous value per unit

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

6 Effective date

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

7 Change Date

This button changes the effective date.

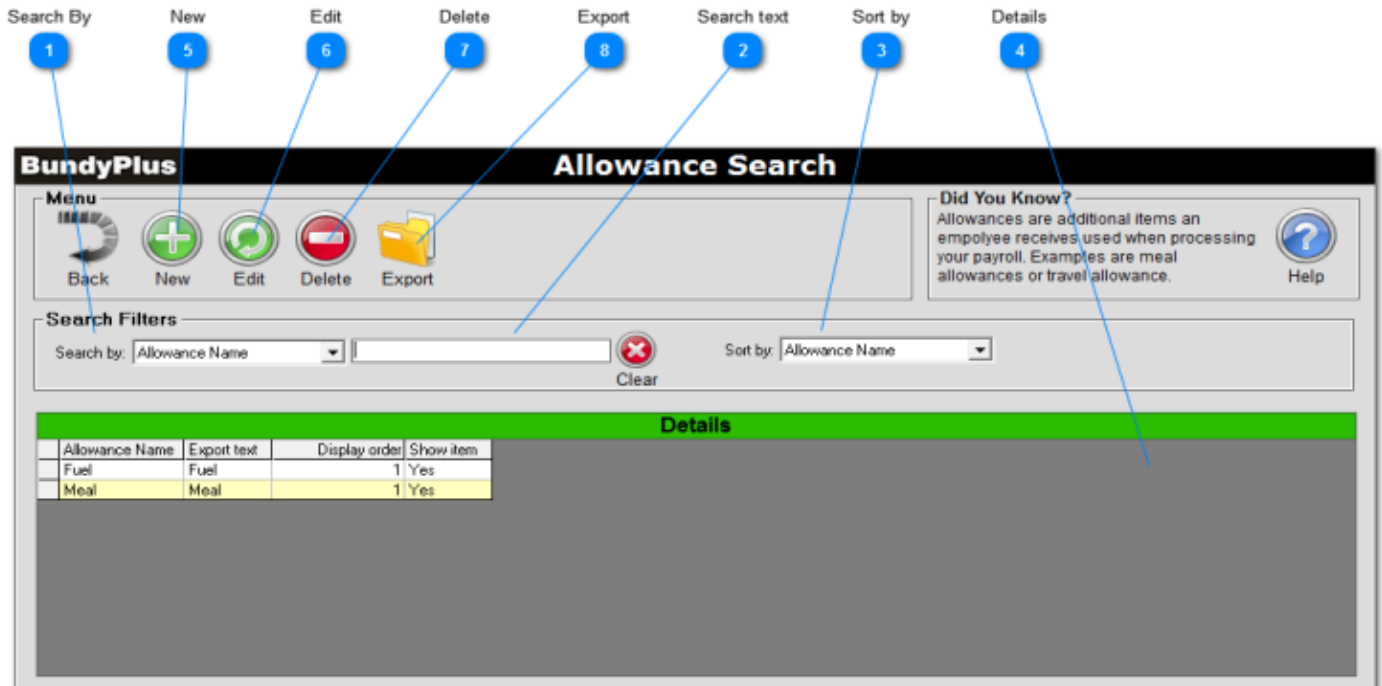
8 Enabled check

Tick here if you want the time type to be displayed in the Process Payrun screen. This is used to un-clutter the Process Payrun screen from no longer used time types.

Allowances

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 Payrun](#) screen so go through the available list and delete any allowances that you do not use; this will keep the [Process Payrun](#) screen uncluttered.

Allowance Search



1 Search By
Use this option to search by specific fields.

2 Search text
Enter specific text to search on.

3 Sort by
Selects the order items are displayed in details table.

4 Details
Lists the available items according to search criteria.

5 New
Click here to create a new item.

6

Edit

Click here to edit the selected item.

7

Delete

Click here to delete the selected item.

8

Export

Click here to export the listed items to a spread sheet.

Edit Allowances

The screenshot shows the 'Edit Allowance' form with the following fields and callouts:

- 1** Name: Meal
- 2** Export text: Meal
- 3** Value per unit: \$ 7.20
- 4** Change date: 12/03
- 5** Date effective: 01-Jan-2000 (must be a Tuesday)
- 6** Previous value per unit: \$ 0.00
- 7** Display order: 1
- 8** Enabled: ☒ Enabled

Additional form elements include a 'Menu' bar with a 'Back' button and a 'Help' button, and a 'Details' header.

1 Name

This is the actual text name of the allowance that is displayed in the Process Payrun screen.

2 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.

3 Value per unit

Used to estimate the pay cost for each employee.

4 Change date

This button changes the effective date.

5 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.

6 Previous value per unit

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

7 Display order

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

8 Enabled

If you want the allowance to be displayed in the Process Payrun screen then tick this box.

Sirens and Access Control

Siren and Access Control events are times that have been assigned for sirens / hooters to be sounded via a controlling relay in a time clock. Once these times have been setup then they need to be sent to the time clock(s) via the set relay events command. BundyPlus™ allows you to have up to 100 different relay events.

Relay Events Search

The screenshot shows the 'Sirens and Access Control Search' interface. At the top, there are buttons for 'Back', 'New', 'Edit', 'Delete', and 'Export'. Below these are search filters: 'Search by' (a dropdown menu), 'Search text' (a text input field), and 'Sort by' (a dropdown menu). A 'Clear' button is next to the search text field. On the right, there is a 'Did You Know?' box and a 'Help' button. At the bottom, there is a 'Details' table showing relay events.

Clock number	Relay time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Play duration
XXXX XXXX	8:00	No	Yes	Yes	Yes	Yes	Yes	No	1
XXXX XXXX	10:00	No	Yes	Yes	Yes	Yes	Yes	No	1
XXXX XXXX	10:15	No	Yes	Yes	Yes	Yes	Yes	No	1
XXXX XXXX	12:00	No	Yes	Yes	Yes	Yes	Yes	No	1
XXXX XXXX	12:45	No	Yes	Yes	Yes	Yes	Yes	No	1
XXXX XXXX	15:00	No	Yes	Yes	Yes	Yes	Yes	No	1
XXXX XXXX	15:15	No	Yes	Yes	Yes	Yes	Yes	No	1
XXXX XXXX	16:00	No	Yes	Yes	Yes	Yes	Yes	No	1

- 1 **Search by**
Use this option to search by specific fields.
- 2 **Search text**
Enter specific text to search on.
- 3 **Sort by**
Selects the order items are displayed in details table.
- 4 **Details**
Lists the available items according to search criteria.
- 5 **New**
Click here to create a new event.

6

Edit

Click here to edit the selected event.

7

Delete

Click here to delete the selected event.

8

Export

Click here to create a spread sheet of listed events.

Relay Event Edit

The screenshot shows the 'Edit Relay Event' window. At the top is a 'Menu' bar with a 'Back' button and a 'Help' button. Below this is a green header labeled 'Details'. The form contains the following fields:

- Clock number:** A dropdown menu currently showing 'All clocks'.
- Relay event time:** A time selector showing '12:00'.
- Day event indicators:** A list of days with checkboxes: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (unchecked).
- Relay duration:** A dropdown menu showing '1' seconds.

Four numbered callouts point to these fields:

- 1: Clock number
- 2: Relay event time
- 3: Day event indicators
- 4: Relay duration

1 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.

2 Relay event time

Enter the time you wish the relay to activate.

3 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.

4 Relay duration

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

Job Costing

Job Costing is used to track time spent in either a department or activity. Unlimited departments and activates can be created including barcodes.

Job Costing search

The screenshot shows the BundyPlus Job Costing Search interface. At the top, there are several buttons: Search by (1), New (5), Edit (6), Delete (7), Export (8), Search text (2), Sort by (3), and Details (4). Below these buttons is a menu bar with icons for Back, New, Edit, Delete, and Export. The main search area includes a search filter dropdown set to 'Job Costing Name', a search text input field, and a 'Sort by' dropdown also set to 'Job Costing Name'. A 'Clear' button is located below the search text field. To the right of the search area is a 'Did You Know?' box with a help icon. Below the search area is a table titled 'Details' with columns: Type, Name, Number, Export text, Display order, and Show item. The table contains four rows of data.

Type	Name	Number	Export text	Display order	Show item
Job Activity	GP Auto	XOX123	XOX123	1	Yes
Department	Assembly	100	100	1	Yes
Department	Final QA	200	200	1	Yes
Department	Packing	300	300	1	Yes

1 Search by

Use this option to search by specific fields.

2 Search text

Enter specific text to search on.

3 Sort by

Selects the order items are displayed in details table.

4 Details

Lists the available items according to search criteria.

5 New

Click here to create a new item.

6 Edit

Click here to edit the selected item.

7

Delete

Click here to delete the selected item.

8

Export

Click here to export the listed items to a spread sheet.

Edit Job Costing

The screenshot shows the 'Edit Job Costing' form with the following fields and sections:

- 1 Type:** A dropdown menu currently showing 'Job Activity'.
- 2 Number:** A text input field containing 'XOX123'.
- 3 Export text:** A text input field containing 'XOX123'.
- 4 Name:** A text input field containing 'GP Auto'.
- 5 Display order:** A text input field containing '1'.
- 6 Enabled check:** A checkbox labeled 'Enabled' which is checked.
- Notes:** A large text area for additional notes.
- Barcode:** A section containing a barcode for the job. Below the barcode is the text 'Right click over barcode to get export/printing options'.

Callout lines connect the numbered labels to their respective fields in the form.

1 Type

Used to select the job type if you have selected to use both departments and job activities.

2 Number

This is used for the department or activity number. This number must be unique and will be the information encoded on the barcode.

3 Export text

This text area is used to interface on exported reports for use in third party software.

4 Name

This is the name associated with the job.

5 Display order

Is a number starting at 1 that controls the order that items are displayed. The lowest number is displayed first, the highest number is displayed last.

6 Enabled check

Tick here if you want the item to be displayed on reports and drop lists. This is used to help keep BundyPlus™ clean from unwanted items not currently used.

7 Barcode

This section shows a preview the job barcode if barcodes are enabled. Right mouse clicking over the barcode to generate an image or HTML file.

8 Notes

The notes field is used to record specific information about each specific item. This information can be displayed and changed at any time.

Admin User Rights

Users rights are used to setup secure logins to the BundyPlus™ software. Access rights can be allocated on a screen by screen basis.

NOTE: Ensure that you enter an administrator user name and password with rights to all operations of the BundyPlus system.

Admin User Rights Search

Search by 1 New 5 Edit 6 Delete 7 Export 8 Search text 2 Details 4 Sort by 3

The screenshot shows the 'User Rights Search' interface. At the top, there is a 'Menu' bar with icons for Back, New, Edit, Delete, and Export. Below this is a 'Search Filters' section with a 'Search by' dropdown menu (set to 'Login Name'), a search text input field, a 'Clear' button, and a 'Sort by' dropdown menu (set to 'Name'). To the right of the search filters is a 'Did You Know?' box with a 'Help' button. Below the search filters is a 'Details' table with a single row labeled 'User login'. Numbered callouts 1 through 8 point to the following elements: 1. Search by dropdown, 2. Search text input, 3. Sort by dropdown, 4. Details table, 5. New button, 6. Edit button, 7. Delete button, 8. Export button.

- 1 Search by**
Use this option to search by specific fields.
- 2 Search text**
Enter specific text to search on.
- 3 Sort by**
Selects the order items are displayed in details table.
- 4 Details**
Lists the available items according to search criteria.

5

New

Click here to create a new item.

6

Edit

Click here to edit the selected item.

7

Delete

Click here to delete the selected item.

8

Export

Click here to export the listed items to a spread sheet.

Edit Admin User Rights

The screenshot shows the 'New User' form with the following fields and buttons:

- 1** User login: Text field containing 'admin'.
- 2** Password: Text field containing 'xxxxxx'.
- 3** Confirm password: Text field containing 'xxxxxx'.
- 4** Password reminder: Text field containing 'Your first car'.
- 7** Selected User rights: A button labeled 'Use selected user's access rights'.
- 5** List of screens: A list box containing 'Home', 'Employee search', 'Time type search', 'Allowance search', 'Relay time search', 'User search', 'Reports', and 'Time cards'.
- 8** Rights same as: A dropdown menu showing 'All Supervisor'.
- 9** Supervisor: A dropdown menu showing 'All Supervisor'.
- 10** Disallow all functions: A button labeled 'Disallow access to all functions'.
- 11** All all functions: A button labeled 'Allow access to all functions'.
- 6** Available function list: A list box containing 'Talk to timeclocks', 'Reports', 'Process timecards', 'Employees', 'Time Types', 'Allowances', 'Settings', 'Meal break times', and 'Users'.

1

User login

Used to identify the user login in.

- 2 Password**
Used as the users password
- 3 Confirm password**
Confirms the user password matches the password
- 4 Password reminder**
Used at login to remind the user of their password selected. Example: "Your first car" may remind the user their password is "Datsun"
- 5 List of screens**
List all screens used within BundyPlus™. Rights can be defined on a screen by screen basis.
- 6 Available function list**
List all functions available for the selected screen. Rights can be defined on the selected .
- 7 Selected User rights**
Used to make the users rights the same as another user
- 8 Rights same as**
Used to make the users rights the same as another user.
- 9 Supervisor**
Used to limit information shown to any supervisor group.
- 10 Disallow all functions**
Quick button the disallow all rights to all screens.
- 11 All all functions**
Quick button the allow all rights to all screens.

Application Settings

This section allows you to configure BundyPlus™ to suit your needs.

Example: Time is displayed in 12 or 24hr format, third party payroll format and many more.

Time Clock Settings

The screenshot shows the 'Time Clock Settings' window. It contains several settings with numbered callouts:

- 1** points to the checkbox 'I use Multiple Clockings'.
- 2** points to the checkbox 'Allow clockings over midnight'.
- 3** points to the text 'Over midnight hours' and the input field '8'.
- 4** points to the dropdown menu 'ClockComms application is run'.
- 5** points to the dropdown menu 'Third party clocking Interface is'.
- 6** points to the text 'ClockComms Import/Export Path (optional)' and the input field.
- 7** points to the 'Browse' button next to the 'ClockComms Import/Export Path'.

1 I use 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.

Note: If using job costing then this item should be unchecked.

2 Allow clocking over midnight check

If you run night shifts where employees work hours run over midnight then this should tick this function on. Once turned on you need to enter the "hours over midnight", this is defaulted to 8 hours.

Example: You have an employee who clocks IN at 22:00 on a Monday night and clocks OUT at 07:00am on the Tuesday morning. The clock out at 07:00am will be moved back with an extended time of 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.

3 Over midnight hours

If over midnight is checked then this setting determines when the next day starts.

4 ClockComms mode

ClockComms is the application that communicates to your time clocks. BundyPlus™ interfaces into ClockComms via file transfers or database messaging.

This setting determines if you want to display the "Talk to Bundy Clock" icon and launch ClockComms locally from your PC (manual mode) or hide the "Talk to Bundy Clock" icon and run ClockComms on a remote PC (automatic mode).

Automatic mode is when ClockComms is running on a PC server some where on your network in repeat mode. Clocking are automatically downloaded ready for import into BundyPlus™.

For additional information see ClockComms manual.

5 Third part Interface

This is used to interface to other third party clocking systems.

6 ClockComms Import/Export path

This is used to set the path where BundyPlus™ imports and exports files. As default the BundyPlus™ application path is used.

7 Browse

This is used to select the import/export path.

Payroll Settings group

The screenshot shows a 'Payroll Settings' window with the following fields and callouts:

- 1** Payroll Interface: Points to the 'Third Party Payroll Interface is' dropdown menu, which currently shows 'Wage Easy 1.0'.
- 2** Last day of fortnightly pay run: Points to the date input field 'Our last day of Fortnightly pay run is' which contains '15-May-2012'. A small calendar icon is visible to the right of the field.
- 3** Date Picker: Points to the calendar icon next to the date field in (2).
- 4** Last day of weekly pay run: Points to the day selection dropdown 'Our last day of Weekly pay run is' which currently shows 'Monday'.

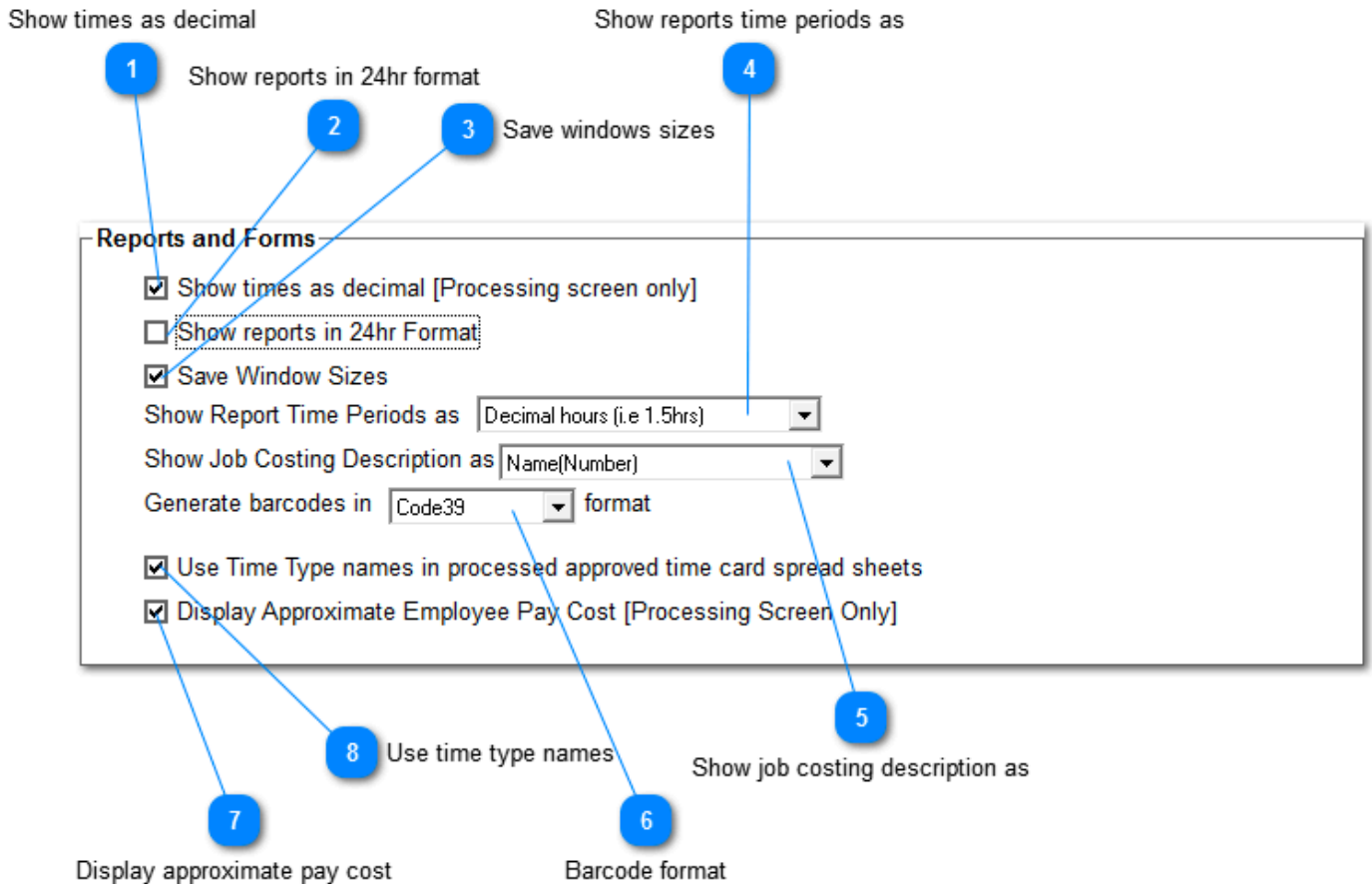
1 Payroll Interface
Selects the third party payroll interface you require BundyPlus™ to produce.

2 Last day of fortnightly pay run
When using fortnightly pay runs, this date sets the initial last day of the fortnightly pay runs. Subsequent end of pay runs are 2 week multiples of this reference date.

3 Date Picker
Selects the end date for fortnightly pay runs.

4 Last day of weekly pay run
When using weekly pay runs, this selection sets the last day of weekly pay runs.

Reports and Forms



1 Show times as decimal

This setting defines how time periods are displayed by default in the Processing screen. Example: If ticked, a period of 2 1/2 hours will be displayed as 2.5. If not ticked then same 2 1/2 period will be displayed as 2:30.

2 Show reports in 24hr format

This setting defines if real times are displayed as 5:00PM or 17:00.

3 Save windows sizes

If ticked all windows sizes will be saved so when you restart BundyPlus™ your window sizes will be restored to where you left them.

4 Show reports time periods as

This setting defines how time periods are displayed.

5 Show job costing description as

This setting defines how job costing details are displayed in reports and selections.

6 Barcode format

This setting defines the barcode symbology BundyPlus™ creates for job costing.

7 Display approximate pay cost

This setting defines if approximate pay cost is displayed on the Processing screen.

Note: Dollar values shown are an approximation only and must not be used as actual value p

8 Use time type names

This setting defines if approximate pay cost is displayed on the Processing screen. Note: the value shown is an approximation only and should not be used as actual value paid to employees.

Database Settings

The screenshot shows the 'Database Settings' dialog box. It has a title bar 'Database Settings'. Inside, there are two checked checkboxes: 'Backup Database on Exit' and 'Use ODBC'. Below these is a section titled 'ODBC Profile' which contains three text input fields: 'Data Source Name (DSN)', 'User ID', and 'Password'. To the right of these fields is a 'Test Connection' button. Numbered callouts point to specific elements: 1 points to 'Backup Database on Exit', 2 points to 'Use ODBC', 3 points to 'Data Source Name (DSN)', 4 points to 'User ID', 5 points to 'Password', and 6 points to the 'Test Connection' button. Above the dialog box, the text 'Use ODBC' is next to callout 2, 'Data Source Name' is above callout 3, and 'Test ODBC' is above callout 6.

1 Backup Database on Exit

If ticked questions Users if they would like to backup the current Company File database on exit. If not ticked the user will not be reminded to backup and runs the risk of loosing valuable data since last backup.

Warning: BundyPlus™ can not guarantee corrupted data can be repaired.

You can never backup enough! Your computer hard drive may fail at any time and may not last as 12 months reliably!

Backup to multiple sources!

2 Use ODBC

If ticked enables connection to your Company file via an ODBC connection.

3 Data Source Name
Used when BundyPlus™ connects to a company file via an ODBC connection. The Data Source Name must match ODBC profile defined in your ODBC Data Source Administration setup.

4 User ID
Used when BundyPlus™ connects to a company file via an ODBC connection. The User ID must match ODBC profile defined in your ODBC Data Source Administration setup.

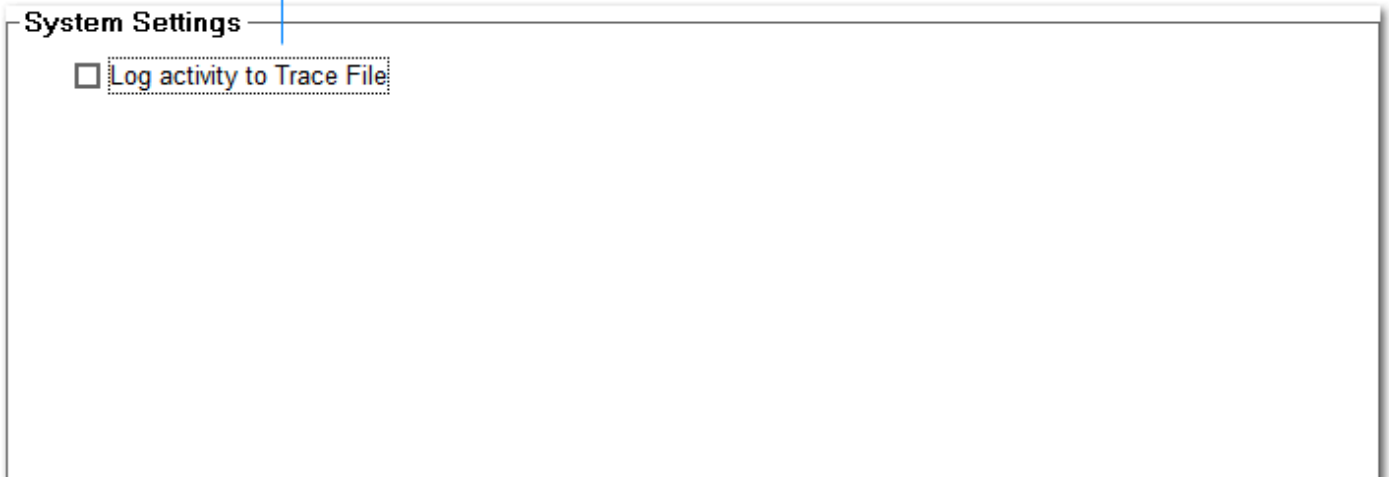
5 Password
Used when BundyPlus™ connects to a company file via an ODBC connection. The Password must match ODBC profile defined in your ODBC Data Source Administration setup.

6 Test ODBC
This button is used to test the BundyPlus™ ODBC Profile setting connects correctly to the ODBC Data Source Administration profile defined.

System Settings

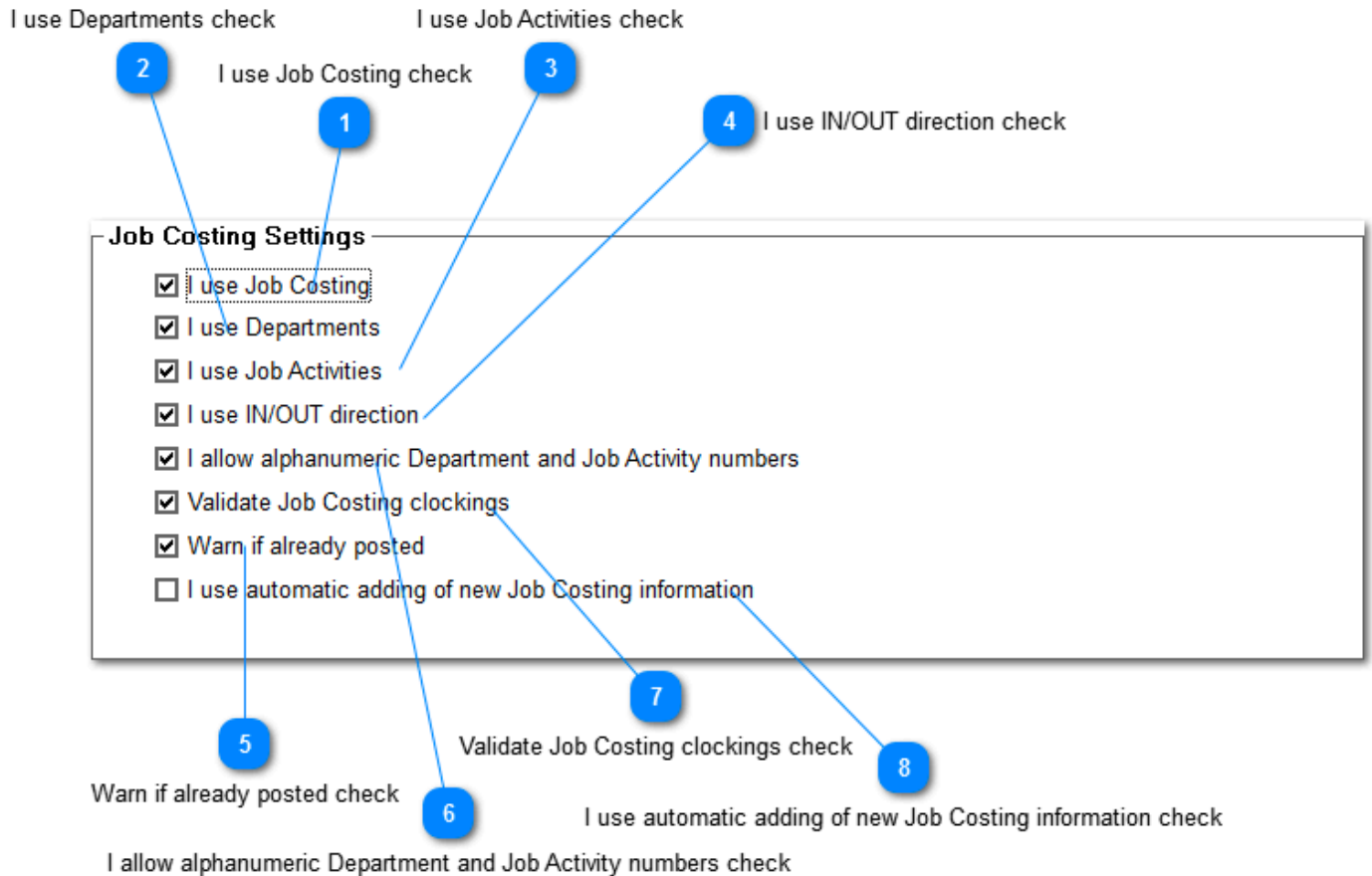
Log activity to Trace File check

1



- 1 Log activity to Trace File check**
This is used to log all BundyPlus™ application activities. This setting should be disabled as it slows the application operation down significantly.

Job Costing Settings



1 I use Job Costing check
This setting is used to enable and disable job costing functions globally.

2 I use Departments check
This setting enables the use of departments within job costing (if enabled).

3 I use Job Activities check
This setting enables the use of job activities within job costing (if enabled).

4 I use IN/OUT direction check
This setting determines if employee clocking records include direction properties. If ticked reports will include the employee's IN/OUT direction.

- 5 Warn if already posted check**
This setting determines if a "Already Posted" warning is shown on Job Costing reports. In this case any changes made to those clocking records will not effect previously posted payroll data.

- 6 I allow alphanumeric Department and Job Activity numbers check**
This setting determines if alphanumeric (letters and numbers) can be used in the job costing number.

- 7 Validate Job Costing clockings check**
This setting determines if additional checking of job costing employee records is performed and included on reports. When ticked, the last clocking of the day is checked to ensure it does not include job costing information.

- 8 I use automatic adding of new Job Costing information check**
This setting determines if new department/job actives are automatically added to BundyPlus™ database. If ticked, employee clockings are scanned for new job costing information and added automatically if found.

License Settings

The diagram shows a 'License Settings' window with two main sections: 'License Information' and 'Subscription Information'. Callout 1 points to the 'Company Name' field in 'License Information', which contains 'Acme Products'. Callout 2 points to the 'BundyPlus Version' field, which displays 'BundyPlus v3.2 SP1'. Callout 3 points to the 'License Key' field, which displays 'YR8C-27U5-Q3P5-IN69-5VIM-33RX-NETA'. Callout 4 points to the 'Subscription Status' field in 'Subscription Information', which displays 'ACTIVE (Expires 21-Apr-2013)'. Callout 5 points to the 'Subscription valid till' field, which displays '21-Apr-2013'.

Company Name Application Version License Key

1 2 3

License Settings

License Information

Company Name:

BundyPlus Version: **BundyPlus v3.2 SP1**

License Key: YR8C-27U5-Q3P5-IN69-5VIM-33RX-NETA

Subscription Information

Subscription Status: **ACTIVE (Expires 21-Apr-2013)**

Subscription valid till: 21-Apr-2013

5 4

Subscription valid till Subscription Status

1 Company Name
This field is used to record your company name.

2 Application Version
This field displays the current BundyPlus™ version running on your computer.

3 License Key
This field displays the license key used to register BundyPlus™.

4 Subscription Status
This field shows the current status of your support subscription.

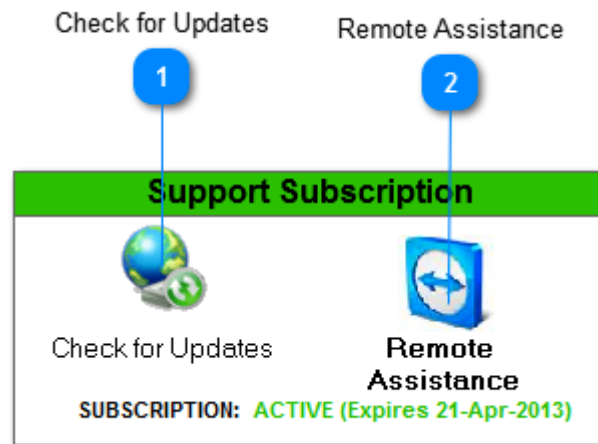
5 Subscription valid till

This field shows when your support subscription is valid till. On exit BundyPlus™ will warn on pending expiry of the support subscription.

Support Subscription

This section shows the status of your Support Subscription and warns as it is about to expire.

Support Subscription



1 Check for Updates

Click here to detect and download any BundyPlus™ application updates and Support Subscription renewals.

2 Remote Assistance

Click here to launch Team Viewer remote assistance. Team Viewer allows our support team to remotely connect to your computer and take control of your keyboard and mouse! You get to see what we are doing and it has proven to be a priceless support tool.

Tips & How To

This section contains our answers on frequently asked questions and our tips on using BundyPlus™.

Video Tutorials

Coming soon...

Ordering & License

You can **instantly order** the fully licensed version of BundyPlus™ at any time over the Internet with any major credit card, bank / wire transfer, PayPal, check or cash. Once payment is confirmed you will be issued a product key enabling BundyPlus™ as a fully licensed version. Please enter your product key via the [registration dialog](#).

Note: When you purchase BundyPlus™ software it includes a 3 user license. Additional licenses can be purchase separately.

Visit <http://www.bundyplus.com.au> for pricing information.

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Entire Agreement

This Agreement constitutes the entire understanding and agreement of the parties and supersedes any and all prior or contemporaneous representations, understandings and agreements between the parties with respect to the subject matter of this Agreement. If any provision of this Agreement is held invalid, the remainder of this Agreement shall continue in full force and effect.

Assignment

This Agreement constitutes the entire understanding and agreement of the parties and supersedes any and all prior or contemporaneous representations, understandings and agreements between the parties with respect to the subject matter of this Agreement. If any provision of this Agreement is held invalid, the remainder of this Agreement shall continue in full force and effect.

Modification

No modification of this Agreement shall be binding unless it is in writing and is signed by an authorised representative of the party against whom enforcement of the modification is sought.

Waiver

The failure by a party to exercise any right hereunder shall not operate as a waiver of such party's right to exercise such right or any other right in the future.

Thank you for using the original BundyPlus™.

Web: <http://www.bundyplus.com.au>

Email: sales@bundyplus.com.au

System requirements

We recommend you review your computer hardware and operating system specifications.

Listed below are the system requirements for BundyPlus™.

Item	Recommended	Minimum Requirements
Operating System	Windows 7 Windows Vista Windows XP	Windows XP
Processor	Pentium 4 (or equivalent) @ 1.5Ghz (or faster)	Pentium 200Mhz
Memory	512MB RAM (or more)	128MB RAM
Hard disk	10 GB free space (or more)	1GB or more
Display	1024x786 pixals	800x600 pixals
Other	Windows compatible printer and mouse, CD ROM drive, internet connection (optional). Some feature require an internet browser (Microsoft Internet Explorer, Fixfore or Crome).	

About Us

BundyPlus™ (Midnight Technologies Pty Ltd) has designed and manufactured electronic time clocks for the Australian time clock industry for over 10 years. We provide time clock solutions to range of industries to record employee start & finish time and attendance. With 1000's of devices installed in Australia, New Zealand, and Asia Pacific.

The system combines robust hardware, industry standard communications infrastructure, and limitless employee count application software. Time clocks connect seamlessly into your existing IT network via 10/100 Ethernet, WiFi or GSM/GPRS/3G/PSTN modem. Using today's low cost internet VPN connections, you can be tracking your work force over multiple sites anywhere in the world! If your network is down, BundyPlus™ keeps recording your staff's activities.

Combining over 20 years of hardware/software experience, BundyPlus™ is the perfect Time and Attendance solution. BundyPlus™ is simply one of the most flexible, easy to install and cost effective electronic time clocks on the market today. BundyPlus™ is proudly designed, manufactured and supported in Australia!

Product website:

<http://www.bundyplus.com.au>

Support e-mail:

help@bundyplus.com.au

New Features & Bug Fixes

v3.3

- Expanded HTML help

v3.2 SP1

- Added employee payrun name to employee search
- Added employee payrun name quick selection object
- Added saving of payrun spread sheet column widths
- Added job costing setting to automatically add new jobs if detected in import of clockings
- Remove job costing restriction of having different Job Activity/Department names
- Resolved not creating export from general search
- Resolved triggering of save icon when editing an employee default time type
- Added checking of license from welcome screen
- Added creating new company file from home screen
- Added prompt to update application if newer database detected
- Added prompt to renew license and update app from "Subscription Support" centre