



ETC

Time Clock Software
Designed for School Districts



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Provides | The **Key** To

Proficient and **S**uccessful

ETC Time Clock Software



Without An Automated
Time & Attendance Solution
School Districts Tend To Over Pay
Their Employees By An Average
Of 1.2 Percent



*in Your
Workplace*

ETC TIME CLOCK AT A **glance**

MiChoice's ETC Time Clock software for schools streamlines the payroll process giving you the management tools to track employee time from single or multiple locations and simplifies schools unique reporting needs.

ETC Time Clock represents the most state-of-the-art method of time and labor management for today's school district.

ETC Time Clock works on virtually all Windows-based PC's and has a special mode that allows employees to easily clock in/out on Touch Screen PC's.

SINGLE COMPUTER/NETWORK/CLOUD-BASE VERSIONS:

ETC Time Clock software can be easily used on one computer for basic time clock needs or installed on your server or hosted in the "Cloud" and your employees can easily access the program from their own computers.

SECURITY:

ETC Time Clock can be configured to use the server's time for each clock action employees make, preventing them from changing the time on their computers to their advantage.

UNLIMITED EMPLOYEES:

Unlike other time clock software that limits the number of employees you can track, ETC Time Clock allows for an unlimited number of employees, to accommodate any size school district.

**Designed For
School District
Employees**

Rely On ETC Time Clock Software To:

IMPROVE PRODUCTIVITY:

Managers become more productive because they are able to more rapidly view, approve, and submit attendance information from employees.

Payroll administrators no longer have to manually collect, check, and transmit data from time sheets.

REDUCE PAYROLL ERROR:

Simplifying time and attendance workflow and eliminating the use of paper time cards and time sheets means that the data is manually transferred less frequently, reducing the amount of human error that can increase payroll costs.

REDUCE PAYROLL INFLATION:

ETC Time Clock software reduces payroll inflation by eliminating:

- Buddy punching - Employees can fraudulently increase the number of hours they get paid for by having a coworker punch them in even though they are not at the work site.
- Clock rounding - If an employee clocks in before they begin their assigned shift, some attendance systems will pay them for the extra time even though they were not working.
- Inconsistency - Attendance and pay rules can be applied inconsistently or even with favoritism, which increases payroll.

AFFORDABLE CARE ACT COMPLIANCE:

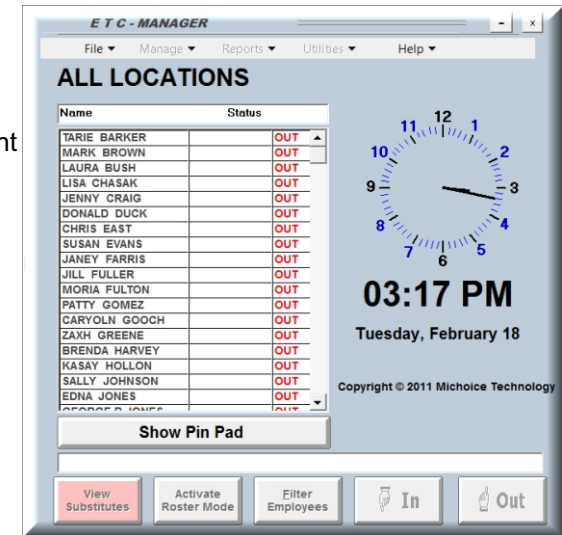
Miscalculating the number of your eligible "variable hour" employees could be a costly mistake that your school district wouldn't want to make. ETC's cumulative hour feature allows managers to see how many hours over or under a part-time employee has worked across the measurement period, allowing you to make real-time staffing solutions to accommodate the unique needs of your school district.



ETC Time Clock Software

Features:

- Operates with Windows 7, 2000/XP Professional operating system
- Runs on a wide-area network in the "Cloud" as a client/server program or on a single PC
- Utilizes TCP/IP network protocol/SQL Server Express or SQL Server Database
- Used by employees to record time clock punches (in and out) on a PC
- Can be installed on different computers to allow employees to punch in and out from different locations with different job codes.
- Utilizes colorful graphics, menu buttons and a straightforward user interface
- Used by the administrator to manage employee time and create/print payroll reports
- Keeps all the employee information, their time files and passwords
- Tracks the number of employee sick days
- Tracks the number of employees vacation days
- Maintains employees records as active or inactive
- Maintains employee record of hire date and termination date
- Employees are tracked by their social security number or employee ID number
- Employee ID numbers are linked with user-defined employee PIN number and job assignment
- Employees within a school location can be categorized for school department reporting Ex: Cashiers, serving line, prep. manager, maintenance, teacher, substitute etc.)
- Generates payroll reports for your employees including:
 - Regular hours/wages
 - Overtime hours/wages
 - Gross earnings
- Asks for personal ID number each time someone punches in or out
- Provides an audio feed back when an employee punches in or out
- Adds/Remove employees easily
- Only administrator has access to management functions
- Edits employee time (punch in, punch out)
- Adds or delete employee time
- Modifies employee information
- Programs the display time using civilian or military format
- Sets rounding criteria for time punches
- Schedules overtime criteria for time punches
- Schedules overtime criteria for employees
- Select the reporting period 1, 2, 3, or 4 weeks
- Chooses from a single employee or multiple employee payroll report
- Prints employee reports with hours worked only or time entry punches
- Prints records with employee social security numbers
- Creates reports by individual schools and individual departments
- Creates reports for all locations/schools and by all departments
- Utilizes drill downs on reports that provides for automatically retrieving the source document
- Allows for easily exporting in a host of different file formats the payroll data and time punches to any third party software program. Ex: School district payroll program, excel, etc.
- Provides ACA Compliance monitoring and compliance



This Client/Server program allows Employees to

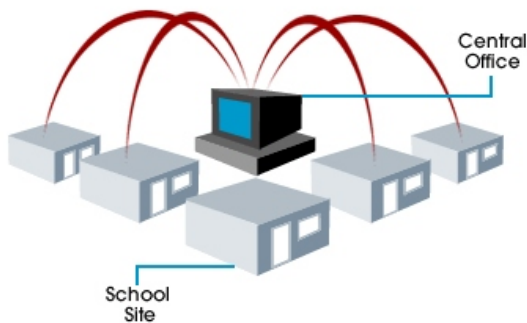
Easily Clock In or Out

On Computers



From Different Locations
Across

Wide-area Network
Or From The "Cloud"



**Giving You
More
Flexibility**



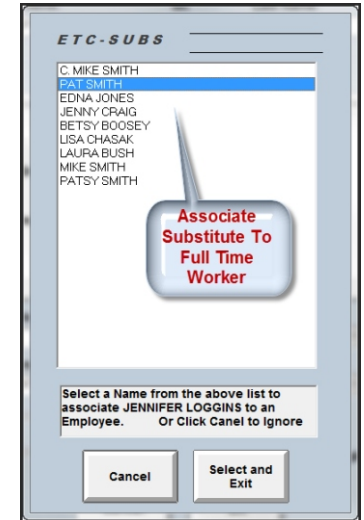
ETC Time Clock Software



Tracking Substitute Workers

Time & Attendance Is Now Easy

Effortlessly Track Which
Employee A Substitute Is
Temporarily Replacing

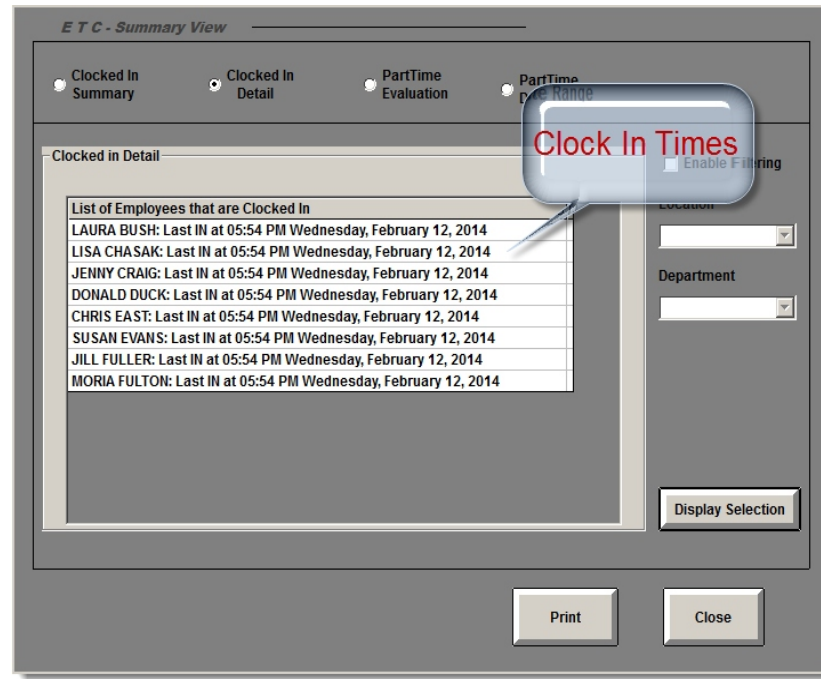
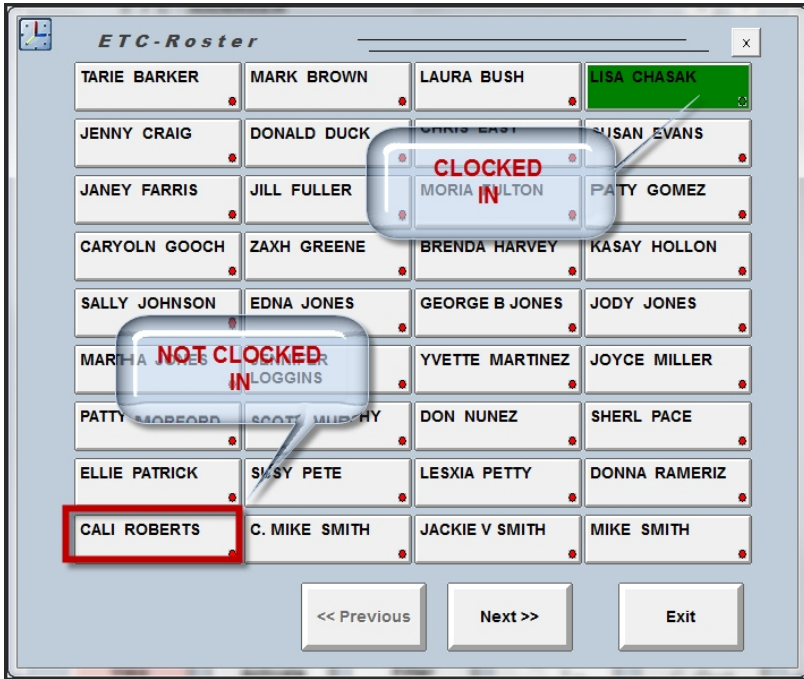


Buddy Punching

Problems are Removed
with *Optional Biometric
Finger Scanning to Validate
Employee Attendance



*RECENT REPORTS HAVE ESTIMATED THAT "BUDDY PUNCHING" ACTS CAN COST SCHOOL DISTRICTS UPWARDS OF 5% OF THEIR ENTIRE PAYROLL BUDGET — A HUGE LOSS TO ANY SCHOOL DISTRICT.



real time

Data

Employees Clock In Status

Employee Clock In Time

Instantly

View All Employees' In/Out Status And Location



On Demand

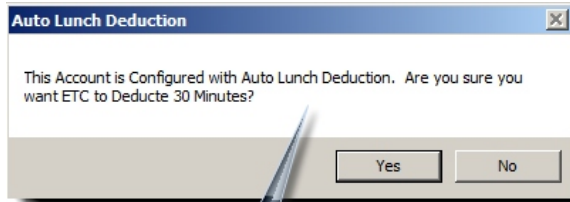
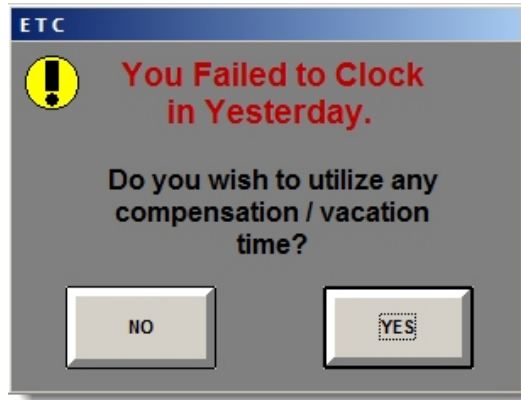
View Of All Employees' Clock- In Times By Location



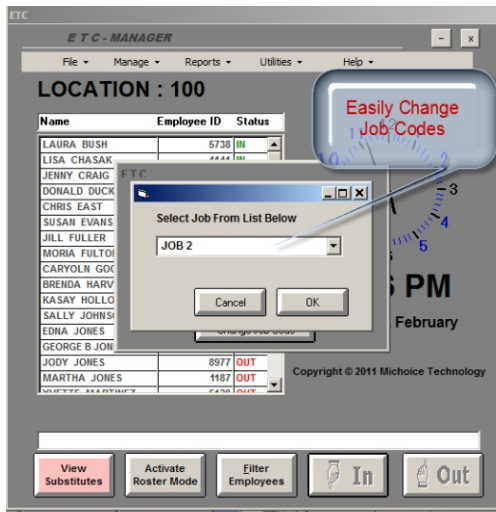
ETC Time Clock Software



ETC Time Clock Software



Prompts For Meal Deduction



Easily Change Job Codes

Built-in Prompts

Makes It Easy For The Employees To Use and Improves Productivity For Administrators



Minimizes Errors

It's Simple To Set Up Configuration Easily Validates Employee Constraints, While Significantly Cutting Down On Payroll Processing Time



With Personal Messages

Intuitive Easy-To-Use Screens Are Designed With The User In Mind



ETC - Summary View

Clocked In Summary
 Clocked In Detail
 PartTime Evaluation
 PartTime Date Range

Summary of Current Week for PartTime Employees

Employee Name	Hours Worked	Contract	Location	Department
BUSH, LAURA	14:12	30	100	NUTRITION
CHASAK, LISA	9:00	8	100	NUTRITION
CRAIG, JENNY	10:00	8	100	NUTRITION
DUCK, DONALD	11:00	8	100	NUTRITION
JONES, GEORGE	9:11	30	100	NUTRITION

Location:

Department:

Enable Filtering

Display Selection

Close

Manager Alerts:
Employees Reaching Threshold Limits



ETC - Summary View

Clocked In Summary
 Clocked In Detail
 PartTime Evaluation
 PartTime Date Range

Part Time Date Range Selection and Report

Enable Filtering

Location:

Department:

Beginning Week:

Ending Week:

Display Selection

Print

Close

Please Select a range of Dates from the Drop Down Lists for the Beginning Week thru the Ending Week

Easily Select Measurement Period

Variable Workers

Measurement Reports

Easily Monitor
Variable Worker
Time and Create
Required ACA
Measurement Periods



Printed on: 02/12/14

Variable Worker Analysis Date Range

Location: 100 Department: NUTRITION

Date	Actual Time	Scheduled Hours	Variance	
02/02/14	2:42	30 Hours	27:18	
The total Variance for: BUSH, LAURA is: 27:18				
CHASAK, LISA Location: 100 Department: NUTRITION				
Begin Date	End Date	Actual Time	Scheduled Hours	Variance
02/02/14	02/08/14	2:42	30 Hours	27:18
The total Variance for: CHASAK, LISA is: 27:18				
CRAIG, JENNY Location: 100 Department: NUTRITION				
Begin Date	End Date	Actual Time	Scheduled Hours	Variance
02/02/14	02/08/14	2:42	30 Hours	27:18
The total Variance for: CRAIG, JENNY is: 27:18				
DUCK, DONALD Location: 100 Department: NUTRITION				
Begin Date	End Date	Actual Time	Scheduled Hours	Variance
02/02/14	02/08/14	2:42	30 Hours	27:18
The total Variance for: DUCK, DONALD is: 27:18				
SMITH, MIKE Location: 100 Department: NUTRITION				
Begin Date	End Date	Actual Time	Scheduled Hours	Variance
02/02/14	02/08/14	38:28	30 Hours	-8:28
The total Variance for: SMITH, MIKE is: -8:28				

Employee Over Allocated Time

In Just



Employees learn to
Use the Program

With Its



To Use Interface



Operates On...



Standard PC's



Touch Screen PC's

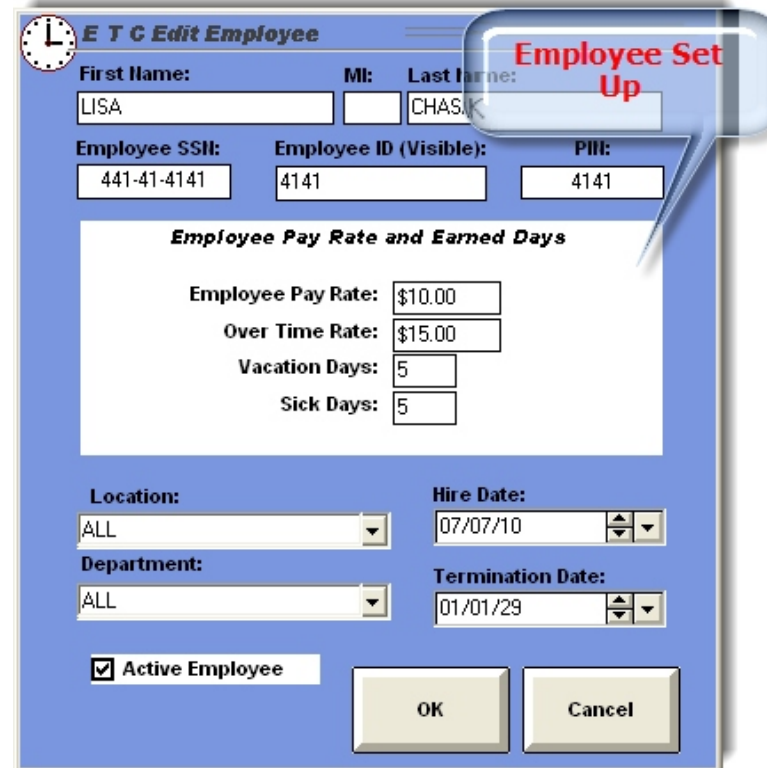
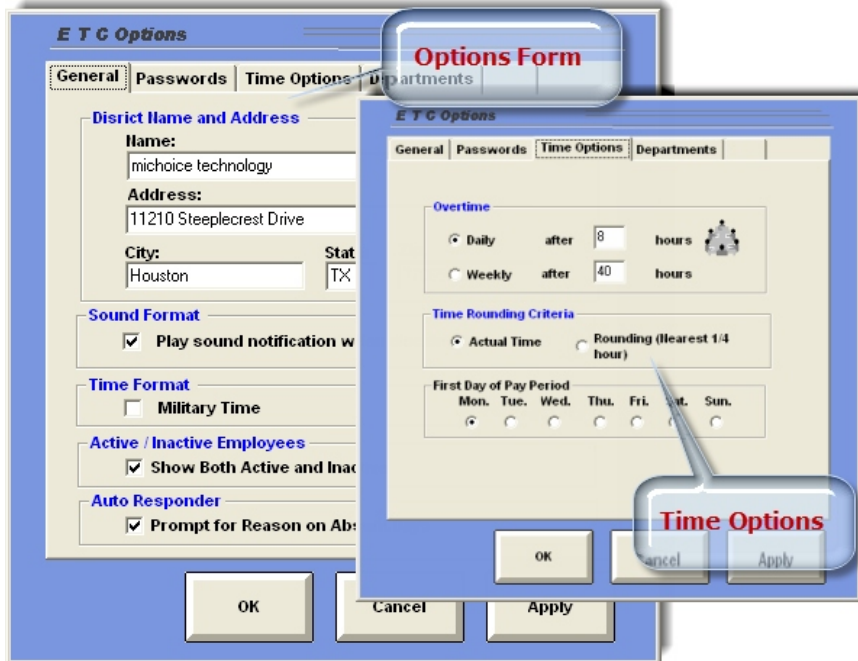
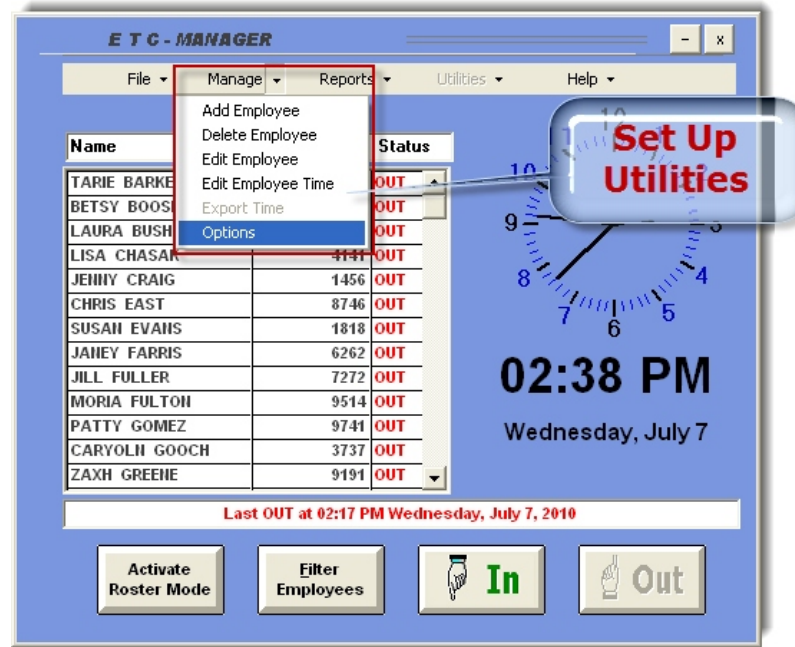


Windows Tablets

Better

Still...

Set-Up
Procedure Is
With Fill-in
Forms



ETC Time Clock Software

Editing Employee Time

Has Never Been Easier

ETC Time Clock Software

ETC - MANAGER

File Manage Reports Utilities Help

Name Status

TARIE BARKER	OUT
BETSY BOOST	OUT
LAURA BUSH	OUT
LISA CHASAK	OUT
JENNY CRAIG	OUT
CHRIS EAST	OUT
SUSAN EVAHS	OUT
JAHEY FARRIS	OUT
JILL FULLER	OUT
MORIA FULTON	OUT
PATTY GOMEZ	OUT
CARYOLIN GOOCH	OUT
ZAXH GREENE	OUT

03:46 PM
Wednesday, July 7

Last OUT at 02:17 PM Wednesday, July 7, 2010

Activate Roster Mode Filter Employees In Out

Edit Feature

Edit Employee Time

This utility will help you edit your employee's time entries in case someone forgot to clock IN or OUT on time. Simply choose one of the following options and click the next button.

You are editing the time entries of: **TARIE BARKER**

Select a task:

Edit Time Entries

Add Time Entries

Delete Time Entries

< Previous Next >> Close

Edit Selection



Edit Employee Time

Select the time you would like to edit then click the

DATE	TIME	IN/OUT
07/06/2010	10:57 AM	IN
X 07/06/2010	06:57 PM	OUT
07/07/2010	10:57 AM	IN

07/06/10 18:57

Add Note Below
DOCTORS APPOINTMENT - PAID

Finish Cancel

<< Previous Next >> Close

Edit Screen

User Input

Single Employee Time Sheet Report

Period Covered: 07/06/2010 to 07/07/2010 Printed on: 07/07/10 at 04:18:25PM

Location: ALL Department: ALL

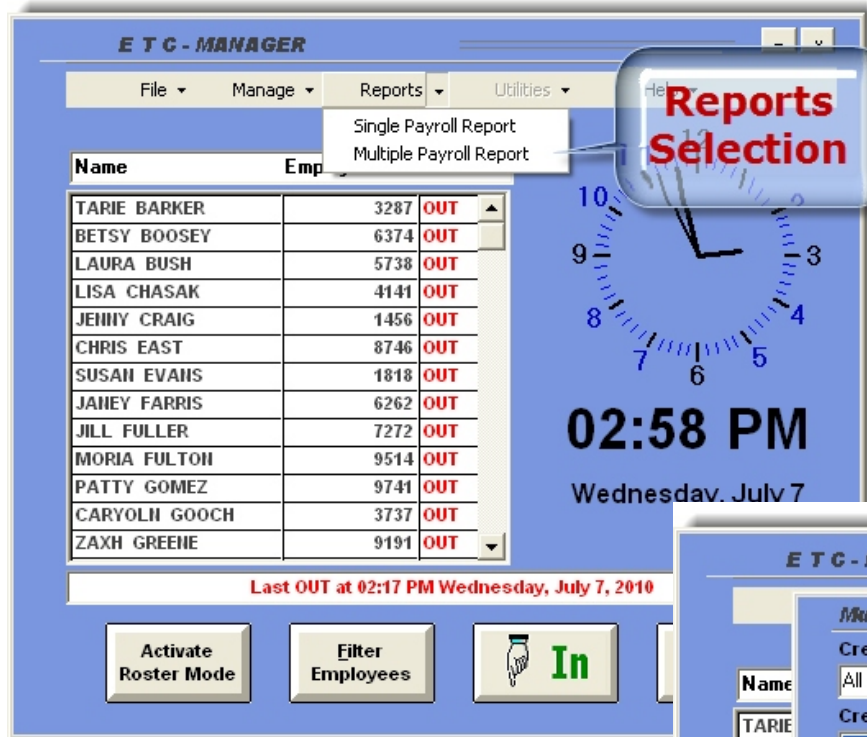
Employee Name: TARIE BARKER
Employee SSN: 851-26-3287
Employee ID: 3287
Standard Pay Rate: \$10.00
OverTime Pay Rate: \$15.00 per hour over 40 hours a week

Day	Clocked In Date	Time	Day	Clocked Out Date	Time	Total Hours
Tuesday	7/6/10	8:00 am	Tuesday	7/6/10	12:00 pm	4.00
Wednesday	7/7/10	10:57 am	Wednesday	7/7/10	2:17 pm	3.33
ABSENT SICK - PAID						4.00
Total Daily Hours:						3.33
Total Hours Worked:						7.33

Employee Signature _____ Authorizing Signature _____

User Input Notes Shown On Reports

Reports Wizard



Reports Selection

- Single Payroll Report
- Multiple Payroll Report

Name	Emp	Out
TARIE BARKER	3287	OUT
BETSY BOOSEY	6374	OUT
LAURA BUSH	5738	OUT
LISA CHASAK	4141	OUT
JENNY CRAIG	1456	OUT
CHRIS EAST	8746	OUT
SUSAN EVAHS	1818	OUT
JANEY FARRIS	6262	OUT
JILL FULLER	7272	OUT
MORIA FULTON	9514	OUT
PATTY GOMEZ	9741	OUT
CARYOLH GOOCH	3737	OUT
ZAXH GREENE	9191	OUT

02:58 PM
Wednesday, July 7

Last OUT at 02:17 PM Wednesday, July 7, 2010

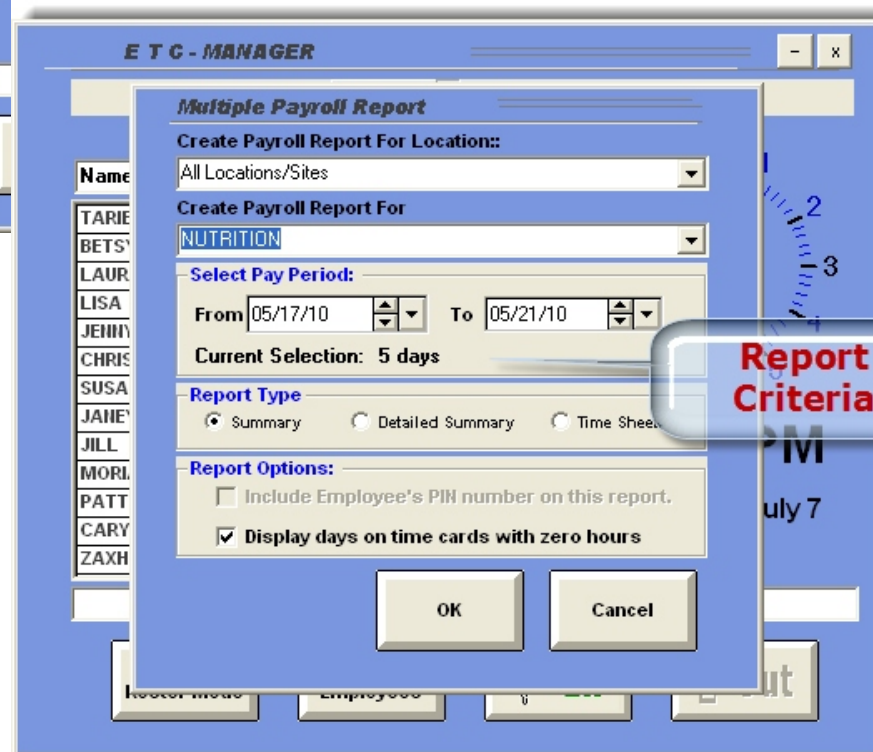
Activate Roster Mode Filter Employees In

Provides These basic objectives:

- To be useful, concise
- Time and date stamped
- Summarized
- Able to be stored in a manner compatible with other popular software packages



Access to powerful reporting tools is never more than a click away



Multiple Payroll Report

Create Payroll Report For Location: All Locations/Sites

Create Payroll Report For: NUTRITION

Select Pay Period: From 05/17/10 To 05/21/10

Current Selection: 5 days

Report Type: Summary Detailed Summary Time Sheet

Report Options:
 Include Employee's PIN number on this report.
 Display days on time cards with zero hours

OK Cancel

Report Criteria



Export Options:

ETC Time Clock provides a standard interface to integrate with most payroll systems or can be customized to interface with the school district's payroll system.



Software
Integration

1 of 4 100% Total:181 100% 181 of 181

Preview

- Summary.Rpt
 - 100
 - 101
 - ALL
 - SUBSTITU

Multiple Employee Consolidated Summary Report

For Locations: All Departments
 For Departments: NUTRITION
 Time Period Covered: 05/17/2010 to 05/21/2010
 Printed on: 07/07/10 at 03:16:30PM

Export

Format:

- Excel 5.0 (XLS) (Extended)
- Excel 5.0 (XLS) (Extended)
- Excel 7.0 (XLS)
- Excel 7.0 (XLS) (Extended)
- Excel 8.0 (XLS)
- Excel 8.0 (XLS) (Extended)

OK Cancel

Reports Have Built-in Export Options

Location: 100
Department: NUTRITION

Employee Name	Employee SSN	Employee ID	Regular Hours	OT Hours	Total Hours	Gross Earnings
MIKE SMITH	456-25-0001	6145	0.00	0.00	0.07	\$0.70
NUTRITION Department Totals:			0.07	0.00	0.07	\$ 0.70
Department: SUB						
PAT SMITH	222-58-6145	6145	7.05	0.00	7.05	\$70.50
EDNA JONES	369-85-7852	7852	16.54	1.33	17.87	\$186.35
SUB Department Totals:			23.59	1.33	24.92	\$ 255.85

Sample Report



Single Employee Time Sheet Report

Time Period Covered: 01/12/2009 to 01/16/2009

Printed on: 05/20/10 at 4:27:19PM

Location: HIGH SCHOOL

Department: CAFETERIA

Employee Name: SARAH JAMES

Employee SSN: 221-22-2222

Employee ID: 2222

Standard Pay Rate: 10.00

OverTime Pay Rate: 15.00 per hour over 40 hours a week

Day	Clocked In Date	Time	Day	Clocked Out Date	Time	Special Notes	Total Hours
Monday	1/12/09	7:00 am	Monday	1/12/09	3:00 pm		8.00
Total Daily Hours: 8.00							
Tuesday	1/13/09	7:15 am	Tuesday	1/13/09	2:45 pm		7.50
Total Daily Hours: 7.50							
Wednesday	1/14/09	7:00 am	Wednesday	1/14/09	3:00 pm		8.00
Total Daily Hours: 8.00							
Thursday	1/15/09	7:05 am	Thursday	1/15/09	3:00 pm		7.92
Total Daily Hours: 7.92							
Friday	1/16/09	8:00 am	Friday	1/16/09	1:00 pm		5.00
Total Daily Hours: 5.00							

Total Hours Worked : 36.42

Employee Signature

Authorizing Signature

ETC Time Clock Software



Sample Report

Multiple Employee Time Sheets Report

Time Period Covered: 01/12/2009 to 01/16/2009

Printed on: 05/20/10 at 4:33:48 PM

Location: HIGH SCHOOL

Department: CAFETERIA

Employee Name: SCOTT MURPHY

Employee SSN: 456-85-9632

Employee ID: 5010

Standard Pay Rate: 10.00

OverTime Pay Rate: 15.00 per hour over 40 hours a week

Day	Clocked In		Clocked Out		Special Notes	Total Hours
	Date	Time	Day	Date		
Monday	1/12/09	7:00 am	Monday	1/12/09	11:30 am	4.50
Monday	1/12/09	11:30 am	Monday	1/12/09	2:00 pm	2.50
Total Daily Hours:						7.00
Tuesday	1/13/09	7:00 am	Tuesday	1/13/09	2:28 pm	7.47
Total Daily Hours:						7.47
Wednesday	1/14/09	6:59 am	Wednesday	1/14/09	2:00 pm	7.02
Total Daily Hours:						7.02
Thursday	1/15/09	7:02 am	Thursday	1/15/09	2:30 pm	7.47
Total Daily Hours:						7.47
Friday	1/16/09	12:00 pm	Friday	1/16/09	4:58 pm	ABSENT FAMILY ILLNESS - PAID 4.97
Friday	1/16/09	8:00 am	Friday	1/16/09	11:01 am	3.02
Total Daily Hours:						7.98
Total Hours Worked :						36.93

Employee Signature

Authorizing Signature

Sample Report



ETC Time Clock Software

Multiple Employee Time Sheets Report

Time Period Covered: 01/12/2009 to 01/16/2009

Printed on: 05/20/10 at 4:33:48 PM

Location: HIGH SCHOOL

Department: CAFETERIA

Employee Name: FLO RAY

Employee SSN: 436-63-5555

Employee ID: 5555

Standard Pay Rate: 10.00

OverTime Pay Rate: 15.00 per hour over 40 hours a week

Day	Clocked In Date	Time	Day	Clocked Out Date	Time	Special Notes	Total Hours
Monday	1/12/09	8:00 am	Monday	1/12/09	5:00 pm	JURY DUTY - PAID	9.00
							Total Daily Hours: 9.00
Tuesday	1/13/09	8:00 am	Tuesday	1/13/09	4:00 pm	JURY DUTY - PAID	8.00
							Total Daily Hours: 8.00
Wednesday	1/14/09	8:00 am	Wednesday	1/14/09	4:00 pm	JURY DUTY - PAID	8.00
							Total Daily Hours: 8.00
Thursday	1/15/09	8:00 am	Thursday	1/15/09	4:00 pm		8.00
							Total Daily Hours: 8.00
Friday	1/16/09	8:00 am	Friday	1/16/09	4:00 pm		8.00
							Total Daily Hours: 8.00
							Total Hours Worked : 41.00

Employee Signature

Authorizing Signature

Sample Report

Multiple Employee Consolidated Summary Report

For Locations: All Departments

For Department: CAFETERIA

Time Period Covered: 01/12/2009 to 01/16/2009

Printed on: 05/20/10 at 3:53:55PM

Location: HIGH SCHOOL

Department: CAFETERIA

Employee Name	Employee SSN	Employee ID	Regular Hours	OT Hours	Total Hours	Gross Earnings
BESTY ROSS	111-11-1111	1111	20.00	0.00	20.00	200.00
SARAH JAMES	221-22-2222	2222	36.42	0.00	36.42	364.20
FLO RAY	436-63-5555	5555	40.00	1.00	41.00	415.00
NUNEZ SUSIE	444-44-4444	4444	40.00	0.00	40.00	400.00
SCOTT MURPHY	456-85-9632	5010	36.95	0.00	36.95	369.50
MARY LOPEZ	458-78-5632	5632	39.17	0.00	39.17	391.70
MIKE SMITH	460-62-9505	9505	40.00	0.00	40.00	400.00
ECHOLS MARY	661-65-1234	4567	40.00	0.50	40.50	407.50
PAT MORFORD	666-66-6666	6666	39.00	0.00	39.00	390.00
BONNIE MORALES	785-14-8478	8478	40.00	0.00	40.00	400.00
PAT SMITH	888-88-8888	8888	35.08	0.00	35.08	350.80
LESLIE JONES	999-99-9999	9999	20.00	0.00	20.00	200.00

CAFETERIA Department Totals:

426.62 1.50 428.12 4,288.70

HIGH SCHOOL Totals:

426.62 1.50 428.12 4,288.70

Sample Report



Multiple Employee Consolidated Summary Report

For Locations: All Departments

For Departments: All Departments

Time Period Covered: 05/17/2010 to 05/21/2010

Printed on: 05/21/2010 at 01:36:02PM

Location: 100

Department: NUTRITION

Employee Name	Employee SSN	Employee ID	Regular Hours	OT Hours	Total Hours	Gross Earnings
MIKE SMITH	456-25-9501	9501	0.07	0.00	0.07	\$0.70
<i>NUTRITION Department Totals:</i>			<i>0.07</i>	<i>0.00</i>	<i>0.07</i>	<i>\$ 0.70</i>

Department: SUB

Employee Name	Employee SSN	Employee ID	Regular Hours	OT Hours	Total Hours	Gross Earnings
PAT SMITH	222-58-6145	6145	7.05	0.00	7.05	\$70.50
EDNA JONES	369-85-7852	7852	15.15	0.00	15.15	\$151.50
<i>SUB Department Totals:</i>			<i>22.20</i>	<i>0.00</i>	<i>22.20</i>	<i>\$ 222.00</i>
100 Totals:			22.27	0.00	22.27	\$222.70

ETC Time Clock Software

Sample Report

Multiple Employee Detailed Time Summary Report

For Locations: All Departments

For Departments: CAFETERIA

Time Period Covered: 01/12/2009 to 01/16/2009

Printed on: 05/21/10 at 1:49:15PM

Location: HIGH SCHOOL

Department: CAFETERIA

Employee Name: BESTY ROSS

Employee SSN: 111-11-1111

Employee Pin: 1111

Employee ID: 1111

Total Gross Pay This Period: 200.00

Date	Week Day	Hours Worked	OT Hours	Total Hours
01/12/2009	Monday	4.00	0.00	4.00
01/13/2009	Tuesday	4.00	0.00	4.00
01/14/2009	Wednesday	4.00	0.00	4.00
01/15/2009	Thursday	4.00	0.00	4.00
01/16/2009	Friday	4.00	0.00	4.00
Total Hours Worked		20.00	0.00	20.00
Pay Rate		10.00	15.00 per hour over 40 hours a week	
Pay Totals		200.00	0.00	

Employee Signature

Authorizing Signature

Sample Report



ETC Time Clock Software

michoice technology

Printed on: 02/12/14

Variable Worker Analysis Date Range

BUSH, LAURA

Location: 100

Department: NUTRITION

Begin Date	End Date	Actual Time	Scheduled Hours	Variance
02/02/14	02/08/14	2:42	30 Hours	27:18

The total Variance for: **BUSH, LAURA** is: 27:18

CHASAK, LISA

Location: 100

Department: NUTRITION

Begin Date	End Date	Actual Time	Scheduled Hours	Variance
02/02/14	02/08/14	2:42	30 Hours	27:18

The total Variance for: **CHASAK, LISA** is: 27:18

CRAIG, JENNY

Location: 100

Department: NUTRITION

Begin Date	End Date	Actual Time	Scheduled Hours	Variance
02/02/14	02/08/14	2:42	30 Hours	27:18

The total Variance for: **CRAIG, JENNY** is: 27:18

DUCK, DONALD

Location: 100

Department: NUTRITION

Begin Date	End Date	Actual Time	Scheduled Hours	Variance
02/02/14	02/08/14	2:42	30 Hours	27:18

The total Variance for: **DUCK, DONALD** is: 27:18

SMITH, MIKE

Location: 100

Department: NUTRITION

Begin Date	End Date	Actual Time	Scheduled Hours	Variance
02/02/14	02/08/14	38:28	30 Hours	-8:28

The total Variance for: **SMITH, MIKE** is: -8:28