



ETC Time Clock Software

From MiChoice Technology Systems

- Q. Can ETC Time Clock connect to multiple locations?
A. Yes, ETC is a Client/Server program. ETC Time Clock Network Edition can be configured to allow time clock clients to connect to a server hosting (On-premise or Cloud-based) the Time Clock database from a remote location over a WAN or Internet.
- Q. Can your company set up a VPN to connect different locations across the Internet?
A. Yes, we can set up a Virtual Private Network (Utilizing LogMeIn Hamachi) allowing connectivity (via, the Internet) to different locations if a LAN or WAN is not available.
- Q. Can you run the time clock program on a single computer?
A. Yes, ETC Time Clock can be easily used on one computer for basic time clock needs. If you have numerous employees at various locations, you can install ETC Time Clock Network Database version on your server (On-premise or Cloud-based) and let your employees access ETC Time Clock right from their computers.
- Q. Can your software run in a “Cloud-based” virtual desktop?
A. Yes, ETC Time Clock can be configured to run in a virtual desktop with in Amazon Workspaces.
- Q. Will your software run in a Windows Remote Desktop environment?
A. Yes, You can use the Microsoft Remote Desktop Client to connect to a remote PC and your work resources from almost anywhere. ... You can leave apps open at work and then see those same apps using the Remote Desktop Client. Here are the platforms that are supported by Remote Desktop Client... Remote Desktop Client for Android, iOS, Mac and Windows.
- Q. What are the computer hardware requirements for running your program using on-premise PC's?
A: Operates on any computer or tablet running Windows 2000/XP Service Pack 3, Vista, Win 7/8/10 operating system.
- Q. What are the minimum server requirements for on-premise deployment?
A. Windows Server 2008,2008 R2 or Server 2012 including all the latest service packs and patches. Microsoft SQL Express, SQL Server 2005,2008 R2 or 2012 Standard Edition. .Net Framework 2.0 or higher. Processor Type: Pentium Xeon Quad Core Server Grade or higher. Ram: Minimum 4 GB or more at 1066 MHz. Hard Drive. Minimum Monitor Resolution of 1024X768. 100/1000 NIC (network card). Suitable WAN connections with Data transfer rates at least 56 KBS.
- Q. What database is utilized?
A. Microsoft SQL Server Express or SQL 2005 or higher Database.

- Q. What is the communications protocol?
A. Utilizes TCP/IP network protocol.
- Q. How do employees Clock In/Out
A. Employees select their name from an on screen list or roster dashboard and enter their unique PIN number on the on screen numeric pin pad.
- Q. Can employees easily see their accumulated time worked?
A. Yes, upon an employee clocking in an on screen form displays in red the total hours and minutes the employee has worked for the period.
- Q. Can you view Who is In and Who is Out?
A. Yes, when using the employee list screen or employee roster dashboard, you can see at a glance who is in or out.
- Q. Can you stop buddy punching?
A. Yes, just define each employee with a unique PIN number or use biometric finger scanning software. *Biometric finger scanning software is optional.
- Q. Can you use barcode scanners and external numeric pin-pads?
A. Yes, The keypad data entry mode has been designed to use any external device (Pin-Pad or Bar Code Scanner) that outputs data like a computer keyboard.
- Q. What are your login security profiles?
A. There are two modes of operations in ETC Time Clock. The software starts in normal mode and allows employees to clock in and out. As an administrator you can login as administrator and configure the software to your company needs. Ex: Payroll rules, add/edit employees, reports. The administrator also can configure a manager security profile granting access to certain functions such as running reports only.
- Q. Can I generate reports for payroll?
A. Yes, ETC Time Clock can generate a host of reports by user- defined filters and categories suitable for supply to the payroll department.
- Q. Can employee time report data be exported to another accounting program?
A. Yes, ETC Time Clock utilizes SAP Crystal Reports which provide broad data connectivity – Connect to information sources spread across the organization directly. Data sources include: Native, ODBC, Excel, OLE DB, and JDBC connectivity to relational, OLAP, Web services, XML, enterprise data sources.
- Q. Does the software have the capacity to set up workers in different categories?
A. Yes, the administrator can set them up as Active, Global (Roaming), Substitute, Variable Worker (Part Time) or Contract. This is very helpful when running reports as you can filter the data by the worker classification.
- Q. Does the software have the capacity to set up different locations and departments?
A. Yes, the software allows for user defined setup of location and departments.

- Q. How is employee overtime setup?
A. You may configure employees to be paid at a certain rate, to accrue overtime by the day or by the week.
- Q. Does the program have the ability to track employee sick, comp and vacation days?
A. Yes
- Q. How is the time displayed?
A. The program can be configured to display time in a civilian or military format.
- Q. Does your software generate time sheet reports in hours and minutes?
A. Yes and you also can produce reports displaying/printing decimals equivalence rather than minutes.
- Q. Can the program round employee time data?
A. Yes, the software can be configured to use actual time or round to the nearest ¼ hour.
- Q. How many employees will your program accommodate?
A. Unlimited amount of employees
- Q. Can your program track substitute workers?
A. Yes, it also can track whom the person substituted for. This information is reflected and noted on the employee time in and out reports as an easy reference.
- Q. Can employee clock in or out at any location?
A. Yes, if the employee is set up by the administrator as a “Global or Roaming” employee and you are using the ETC Time Clock Client/Server Network version of software.
- Q. Does your software track and report on variable or part time workers?
A. Yes, an employee can be classified by the administrator as a variable worker and set a threshold of the maximum number of hours the employee can work. (Such as 30 hour per week). If an employee reaches or exceeds the threshold limit of hours worked, the administrator will be alerted.
- Q. Can the software create and run reports for ACA Measurement Periods?
A. Yes, you can easily create variable worker analysis reports over a user- defined date range.
- Q. Can your employee log time spent on different jobs?
A. Yes, the software allows for the administrator to easily set up different job codes. When an employee is clocking in, the system allows for overriding the default job code with a new job code with a required manager approval. These changes or overrides are reflected and noted on the employee time in and out reports as an easy reference.
- Q. What method do you use for determining first day of pay period?
A. That is user-defined by administrator during the setup configuration.
- Q. Can lunch time be deducted from employee time worked?

- A. Yes, the administrator has the ability to set up a user-defined amount time and the amount of time employee must have worked to qualify for a deduction that will be automatically deducted when employee clocks out.
- Q. Does the software have any alerts to notify the employee of an irregularity?
- A. Yes, if employee clocks in and forgets to clock out upon clocking in the next day the software displays a message box telling the employee they failed to clock out the previous day and they need to contact the administrator.
- Q. Does your software allow for the administrator to edit employee time clock in/outs?
- A. Yes, the administrator can edit, add or delete time entries with notes documenting the changes reflected on appropriate reports.
- Q. For paid holiday periods can you schedule by date and times to clock everyone in using a batch process, rather than an employee at a time?
- A. Yes, the software allows you to select a date, set the in/out times, add a reason (paid holiday) and do a mass entry for all employees in a one step process.
- Q. Can employees absent days be tracked?
- A. Yes, reports can be run showing days on time cards with zero hours.
- Q. Are the reports easy to read and understand?
- A. Yes, they are formatted with detailed information on type of the report in the header and the data is presented in an easy- to- read logical order.
- Q. How flexible is the program for creating reports?
- A. The report wizard is very accommodating. You can generate Single Employee, Multiple Employee Payroll reports by location by department, by date or date range, single or multiple employee time sheets, summary of all time for employees, filtered by the employee or worker location, department and employee classification giving you unparalleled manipulation of reports.
- Q. What is the length of time you keep the employee payroll data?
- A. The data is stored on the hard drive on your computer or server and is not deleted until you delete the files, so it depends on the size of the hard drive.
- Q. Can you do customization to the program or reports to fit our needs?
- A. Yes, this fee-based service is available. Upon receiving detailed specification for the changes requested, a quote would be submitted for approval.
- Q. What if I need help?
- A. We provide unequalled U.S. based technical/help desk support by telephone (800-toll free number), email, remote desktop services and online resources.

You will automatically receive 30 days of introductory support with your new software.

Annual Support- Get answers when you need them from our expert technical support team by enrolling in our Customer Care software maintenance and support program. Annual enrollment

provides you with priority support and software upgrades. The cost for Customer Care is listed with the product price list.

Pay per call – If you need assistance, you can purchase a one-time support incident to get the help you need.