

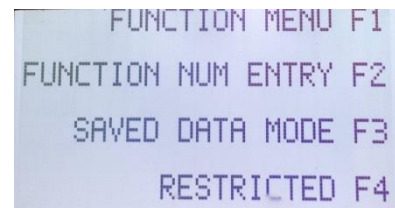
Close Procedures for Floating Periods, e.g. Two Weeks (no auto functions set)

If auto-functions are not set, the AR continues to accumulate day hours until the punch file is cleared (code25). Manually end and start a new period by printing the desired reports, saving the punch file for later retrieval, then entering the period close code to clear the punch file. If punch corrections are not made before the time cards are saved, adjustments can be made to the saved punches.

The day ends automatically at 23:45 (11:45 PM).

After everyone punches out

Swipe the manager card, press F2



```
FUNCTION MENU F1
FUNCTION NUM ENTRY F2
SAVED DATA MODE F3
RESTRICTED F4
```

- 1) **Enter code 4** PRINT WHO'S IN LIST. Clock out anyone on the clock and adjust the day hours using code 8 MANAGER CORRECTION
- 2) **Enter code 3** Prints employees OFF clock, ON clock, total of Day Hrs, Period Hrs, MC (manager corrections), and FP (failed punches)

```
=====
#3          FLASH REPORT          FRI
10/17/20xx          By Name          5:52p
=====
Location Header
6 OFF CLOCK
0 ON CLOCK
30:44 Day Hours
183:29 Period Hours
1 FTPs    0 MCs
```

- 3) **Enter code 5** PRINT ALL TIME CARDS check for any <FP> failed punches and use code 8 MANAGER CORRECTION to give correct hours for the day. If you change the day hours, reprint all Time Cards for a permanent record.
- 4) **Enter code 75** SAVE PERIOD DATA (for later viewing/printing and/or access by our PC software)

5) **Enter code 25** PERIOD CLOSE (CLEAR TIME CARDS) Clears punch file

NOTE: Saved Time Cards from the previous period are available. Swipe Manager Access card, press F3 to print saved Time Cards, F4 to adjust.