



# TimePilot Times

TimePilot newsletter No. 42, August 2015



## TimePilot Q&A

**Q. We're ready to upgrade to the new Windows 10, but before we do, I just want to make sure that our TimePilot software is compatible. Is it?**

A. If you're running Version 4 or above of the TimePilot software (released in 2010), you'll be fine. Here's how to check your version:

1. Start TimePilot Central.
2. Click the Help menu at the top of the screen.
3. In the drop-down menu that appears, click "About."
4. Your version number will appear.

**Q. I have TimePilot Vetro and accidentally set "No Overtime" as**

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## Time Trivia

**Did you feel the leap?** On June 30, scientists added a "Leap Second" to worldwide time to get the time calculated by atomic clocks to match the exact time of one rotation of the earth. Ocean tides are causing a tiny braking action on the earth's rotation, causing days to get slightly longer. Since 1972, 26 leap seconds have been inserted. In the past, Leap Seconds have caused problems with server networks, financial markets, web sites and GPS systems, but this time there were only a few minor disruptions across the world.

Source: [https://en.wikipedia.org/wiki/Leap\\_second](https://en.wikipedia.org/wiki/Leap_second)

**Time to change the sheets!** Statistics from the National Sleep Foundation:

- 91% of Americans change their sheets every two weeks.
- 35% of Americans don't use bedroom curtains or shades.
- 78% of Americans have at least one caffeinated beverage a day.

Source: <https://sleep.org/>



## TimePilot Lead Story

### TimePilot Best Practices

# All About Rounding

*(Adapted from the TimePilot software's help files.)*

**In TimePilot, rounding is the process** of shifting a clock-in or clock-out time to a more "simple" number; for instance you could round a clock-in from 8:04 a.m. to 8 a.m. or a clock-out from 4:58 p.m. to 5 p.m. Rounding can help employers by avoiding the need to pay just one or two minutes of overtime each day and can help employees because they don't have to clock in at exactly the start of their shift or clock out at exactly the end.

The Retail Edition of the TimePilot software offers a choice between no rounding and Basic Rounding; the Professional and Enterprise Editions offer more choices.

Rounding is set up when you create/add/edit a Company (TimePilot Central > Setup Menu > Company Setup...). **If you have two groups of employees and want each group to have a different rounding policy**, you'll need to set up two Companies in the software and assign each employee to the company with the appropriate rounding policy. Multiple companies are allowed in Professional and Enterprise Editions of the TimePilot software. Retail Edition users, your software allows only one company; if you want to have multiple companies, you'll have to upgrade your software to Professional or Enterprise.

**Most of our customers use some form of rounding, but occasionally you might want to compare it to the "raw data"**—the exact time an employee clocked in or out. Here's how: TimePilot Central's "Date" column shows you the exact date and time the employee clocked in or out. The "Date w/R" and "Time w/R" columns show the time with Rounding applied. (If you don't see those columns, you can make them appear by right-clicking the green bar at the top of the Transaction List and checking the boxes next to "Date w/R" and "Time w/R.")

### Retail Edition: Two choices

- **No Rounding:** Employees' clock-in and clock-out times are not adjusted.
- **Basic Rounding:** Employees' clock-in and clock-out times are adjusted to the nearest time specified. In the example shown at right, rounding is set at 15 minutes. If the employee's shift starts at the top of the hour and he or she clocks in at any time within the red zone (7 minutes before or 7 minutes after the top of the hour), the clock-in time will be rounded to the top of the hour.



### Professional and Enterprise Editions: Five choices

- **No Rounding:** Employees' clock-in and clock-out times are not adjusted.
- **Basic Rounding:** Employees' clock-in and clock-out times are adjusted to the nearest time specified. In the example shown on the next page, rounding is set at 15 minutes. If the employee's shift starts at the top of the hour and

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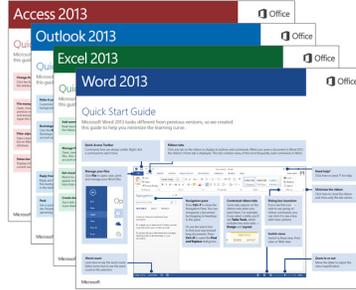


## Cool Stuff

Every once in a while, our employees come across "cool stuff." This is where they share their finds.

### Microsoft Office Quick Start Guides

**Microsoft blogger** Eric Ligman is giving away millions of free eBooks and publications on Microsoft programs. Among them are **easy-to-use quick start guides** for Microsoft Word 2013, Excel 2013, Outlook 2013 and Access 2013.



Visit **Ligman's blog** for more (<http://blogs.msdn.com/b/mssmallbiz/>).

**Just want the Quick Start Guides?** Visit this page on our web site: [www.TimePilot.com/Newsletter/QSG.htm](http://www.TimePilot.com/Newsletter/QSG.htm)



## TimePilot Q&A

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**the default option. How do I change things to reflect our OT policy? The system won't let me delete "No overtime" or set the new overtime policy as the default.**

A. The "No Overtime" policy cannot be deleted; it is always an option in the list of OT Policies. Here's how to add an OT policy and assign it to your employees:

1. Start TimePilot Central and click Setup > Overtime Setup > Add an Overtime Policy.
2. Create your policy and save it. When you are done, you'll see it in the list of policies, along with the "No Overtime" policies.
3. Now you'll assign that policy to your employees' Pay Type. Click Setup > Pay Type Setup.
4. Highlight the Pay Type that should contain your newly created Overtime Policy and click "Edit a Pay Type."
5. The second question is "Do Employees of this Pay Type Qualify for overtime pay?" When you click the "Yes" radio button, you'll be asked to choose an Overtime Policy. Choose the newly created policy from the list.
6. Click "Save" and close the Pay Type box.

When you do this, every employee who has that Pay Type (presumably your whole workforce) will be assigned the newly created overtime policy.

**Q. Can I install the TimePilot Central software on more than one computer at a time?**

A. Yes. You may have TimePilot Central installed on more than one computer as long as both computers have access to your TimePilot database.

If your database resides on your server, simply install TimePilot Central on the second computer, choose "Open an Existing Database" during the setup and point it to that location.

If you keep the database on the same PC as the original installation of TimePilot Central, you'll need to share the folder where it's located with the second PC.

To find your database, open our software and click Help > About and take note of the Data Path. The default location is directly on your C: Drive in a folder called tpData.



## Monthly Deal

This month's special offer to our newsletter readers:

**Extra clocks 20% off!**

Expand your TimePilot system with additional clocks.

### Extreme Blue:

Reg. \$449  
**Now \$359.20**

### Vetro:

Reg. \$259  
**Now \$207.20**

### Tap:

Reg. \$159  
**Now \$127.20**



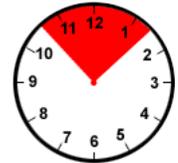
These prices are available for a limited time. To learn more, visit [www.TimePilot.com/Newsletter/Newsletter4.htm](http://www.TimePilot.com/Newsletter/Newsletter4.htm) or call us at 1-630-879-6400.



## TimePilot Lead Story

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he or she clocks in at any time within the red zone (7 minutes before or 7 minutes after the top of the hour), the clock-in time will be rounded to the top of the hour.



### • Round "In" Transactions Back; Round "Out" Transactions Back:

In the example at right, rounding is set at 15 minutes. Employees clocking in at any time in the green zone will have their start time rounded to 15 minutes before the hour. A clock-out at any time in the red zone will be rounded back to the top of the hour.



### • Round "In" Transactions Forward; Round "Out" Transactions Forward:

In the example at right, rounding is set at 15 minutes. An employee who clocks in at any time in the green zone will have his or her clock-in transaction rounded to the top of the hour. A clock-out at any time in the red zone will be rounded forward to 15 minutes after the hour.



### • Round "In" Transactions Forward; Round "Out" Transactions Back:

In the example at right, rounding is set at 15 minutes. An employee who clocks in at any time in the green zone will have his or her clock-in transaction rounded to the top of the hour. A clock-out at any time in the red zone will be rounded back to the top of the hour.

