



TimeClock

Fully Integrated, Automated Employee Time Clock

BLUEBIRD[®]
AUTO RENTAL SYSTEMS



RentWorks

Version 4

TimeClock User Guide

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Revision History

Date	Initials	Revisions
12/15/09	EQ	Modify to use Time Clock Administrators group association
01/12/10	EQ	Define 6 minutes clock increments and rounding
02/22/10	AM	Added section on Edit Clock Details

Overview

TimeClock is an easy to use software module that eliminates the need for the traditional time clock. Fully integrated with RentWorks, Version 4.0, TimeClock records all the transactions for each employee by date, time and type. For added security, “Time Clock Administrators” can override or correct any transaction.

This user guide will guide you through how to access and use the functions of the TimeClock:

- **Installation:** After the Feature Code is added, you must first access *Setup* then *Preferences* to define the parameters which will be used by the module. Accessed from the TimeClock Menu, these screens should only be used by the person in your organization responsible for time-keeping and payroll reporting. Because of this, you may want to implement Menu Security for these options and associate only this person to the Time Clock Administrators group.
- **Employee Maintenance:** Each employee who will use TimeClock should be added to the employee table.
- **Clocking In/Out:** This simple screen captures the employee clocking in or out, and writes the transaction to a file for later reporting.
- **Edit Clock Details:** Time Clock Administrators will be able to modify and add missing transactions.
- **Transaction List:** This report lists transactions for a selected employee number and date/time range.
- **Time Clock Report:** This report allows a variety of selection criteria to be used, including the type of transaction. Output can be to the terminal, printer, file, or Excel spreadsheet. Only employees associated to the Time Clock Administrators group can print other employee’s data.
- **Time Clock Inquiry:** This inquiry allows a variety of selection criteria to be used, including the type of transaction. Only employees associated to the Time Clock Administrators group can view other employee’s data.
- **Purge:** Periodically, you will want to remove old data from your active database. The purge utility allows you to enter a cut-off date, then deletes or archives all posted transactions which occurred before that date. (Note: you must keep a minimum of 90 days history).

Installation

Once you have purchased TimeClock, you must first acquire the Feature Code. Simply call Bluebird Auto Rental Systems and state that you need a Feature Code. You will be asked for your Activation Key. To find it, go to **Settings, Security**, then select **Security Feature Codes** from the RentWorks Main Menu. (If you have a multi-user system, you must do this from the server.) You will see your Activation Key on this screen. Once you are given the Feature Code for the TimeClock module, select Add, and answer the questions as instructed by Bluebird.

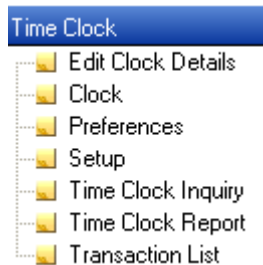
The next step is to add a Control record. To do this, select **TimeClock**, then **Setup** from the RentWorks Main Menu. When finished, go to **Preferences**, which is also under TimeClock.

The last step is to update the Employee records. Select **Settings**, then **Employees** from the RentWorks Main Menu. Every employee that will be using TimeClock must be in this table, and the fields for Location Default and Terminal ID must be populated.

Be sure to associate the payroll manager to the Time Clock Administrators group.

If you would like to record the employee's location code (and the terminal's default) when clocking in/out, have a Bluebird Product Support Analyst (PSA) install Custom Feature C1000 on your system. Activated Custom Feature C1001 will output files in the export path when posting and purging.

Once you have completed the above steps, employees can start using TimeClock. Verify this by accessing the TimeClock sub-menu:



Clock Setup






Description

The Clock Setup screen must be filled in before you can start using TimeClock.

Clock Setup Screen

This is an illustration of the Clock Setup screen.

The screenshot shows the 'Setup' tab of the TimeClock interface. The navigation bar includes 'Dashboard', 'Clock', 'Time Clock Preferences', 'Edit Clock Details', and 'Setup'. The main content area contains the following fields:

- Transaction Name: 
- Clock In Description:
- Clock Out Description:
- Help Message (Clock In):  
- Help Message (Clock Out):  
- Security Levels section:
 - Required min to use this transaction:
 - Modify other users' transactions:
- Changed By: 123
- Changed Date: 12/15/2009 11:59

Clock Setup *(continued)*

Clock Setup Screen / Field Descriptions

Field	Description
Transaction	Enter the type of Transaction. At least one control record for <i>In/Out</i> must be created. <i>NOTE: Clocking IN and OUT must use the same transaction to calculate the correct time.</i>
Clock In Description	Enter what should appear in the pull-down window when the employee clocks in.
Help Message	Enter what should appear on the help screen if the employee tries to clock in when, according to the system, they are due to clock out. This would occur if they forgot to clock out, and the system captures two consecutive clock-ins.
Clock Out Description	Enter what should appear in the pull-down window when the employee clocks out.
Help Message	Enter what should appear on the help screen if the employee tries to clock out when, according to the system, they are due to clock in. This would occur if they forgot to clock in, and the system captures two consecutive clock-outs.

Clock Setup *(continued)*

Clock Setup Screen / Field Descriptions

Field	Description
Required min to use this transaction	The security level required to clock in and out. If the employee's security level is higher or equals this number then the transaction can get used by this employee. If your security level is higher than this number, you can maintain your own transactions if you have access to the time clock edit program. That is, you will be able to add, change, or clone your TimeClock transactions (unless there is field security to restrict these actions). If your security level is lower than this number, you cannot use the Clock program.
Modify other users' transactions	The minimum security level required to add, change, or clone transactions of other employees. This should always be at a level higher than that for "Required min to use this transaction".
Changed By	The employee number of who last made any changes to this record.
Changed Date	The date and time this record was last changed.

Note: All of the TimeClock menus and fields can be controlled using the security features of RentWorks. To change *menu* security levels and security levels of *fields* and *buttons*, go to Settings -> Security ->Program Security.

Preferences

Description

If you must follow government regulations with respect to overtime, you must also access and complete the Preferences screen before you can start using TimeClock.

Preferences Screen

This is an illustration of the Preferences screen.

The screenshot shows the 'Time Clock Preferences' screen with the following settings:

- Pay Frequency: Bi-Weekly
- Last Day of Week: Saturday
- Accrue mid-week hours
- Overtime Hours (Weekly): 0
- Overtime Hours (Daily): 8
- Pay Period Start Date: 12/13/2009 (Sunday)
- Pay Period End Date: 12/19/2009 (Saturday)

Preferences *(continued)*

Preference Screen / Field Descriptions

Field	Description
Pay frequency	Use the pull-down menu to select how often employees are paid.
Last day of week	This is used to determine what day is the end of the week in order to pay overtime.
Accrue mid-week hours	Check this if mid-week hours are to be recorded for the next pay period.
Overtime hours (weekly)	Enter the maximum number of hours for a 7 day period after which overtime applies.
Overtime hours (daily)	Enter the maximum number of hours for a 24 hour period after which overtime applies.
Pay period start date	When running TimeClock for the first time, enter the pay period START date. The system will maintain this thereafter.
Pay period end date	When running TimeClock for the first time, enter the pay period END date. The system will maintain this thereafter.

Employee File

Description

Every employee that will use TimeClock must first be entered in the Employee table. Select **Settings**, then **Employees** from the RentWorks Main Menu. After filling in the necessary information on the General screen, you must go to the Detail screen to add the default Location and Terminal ID.

Employee Detail Screen

This is an illustration of the Employee Detail screen.

Dashboard *Employees

General Schedule

Employee #: 1

Personal Information

Last Name: Doe	First: Jane	Phone: (573) 651-4406
Address: 1232 St.	Address 2:	Ext: 0123
City:	State: MO Zip:	Fax: (573) 651-2200
DL #: J098757139875975	DL State: NJ	DL Exp Date: 12/31/1998
SSN: 497-56-4556	Job Title: Renter	Language: English-US

Login Information

Login: Guest	Password: ****	Security Level: 9
<input type="checkbox"/> Account Locked Out	<input type="checkbox"/> Require user to change password at next login	

Location: Main Terminal ID: PROG2

Groups:

Employee File *(continued)*

Employee File Detail Screen / Field Descriptions

Field	Description
DL Number	Driver's License number.
DL State	Driver's License state.
DL Exp	Driver's License expiration date.
Rate of Pay	Hourly rate of pay.
Review Date	Performance/salary review date.
Schedule as of	Date on which the schedule became effective. Using this data combined with the Working Hours can help you generate exception reports.
Working Hours	Starting and ending time of work.
Location	Use the pull-down menu to select the primary location for this employee.
Terminal ID	Codes generated identifier of the primary client PC for this employee.

Clock In/Out

Clock In/Out Procedure

As soon as you select **Clock** from the TimeClock Menu, the Clock In/Out screen appears. All you have to do is click on *Save*, and the system will appropriately clock you in or out.

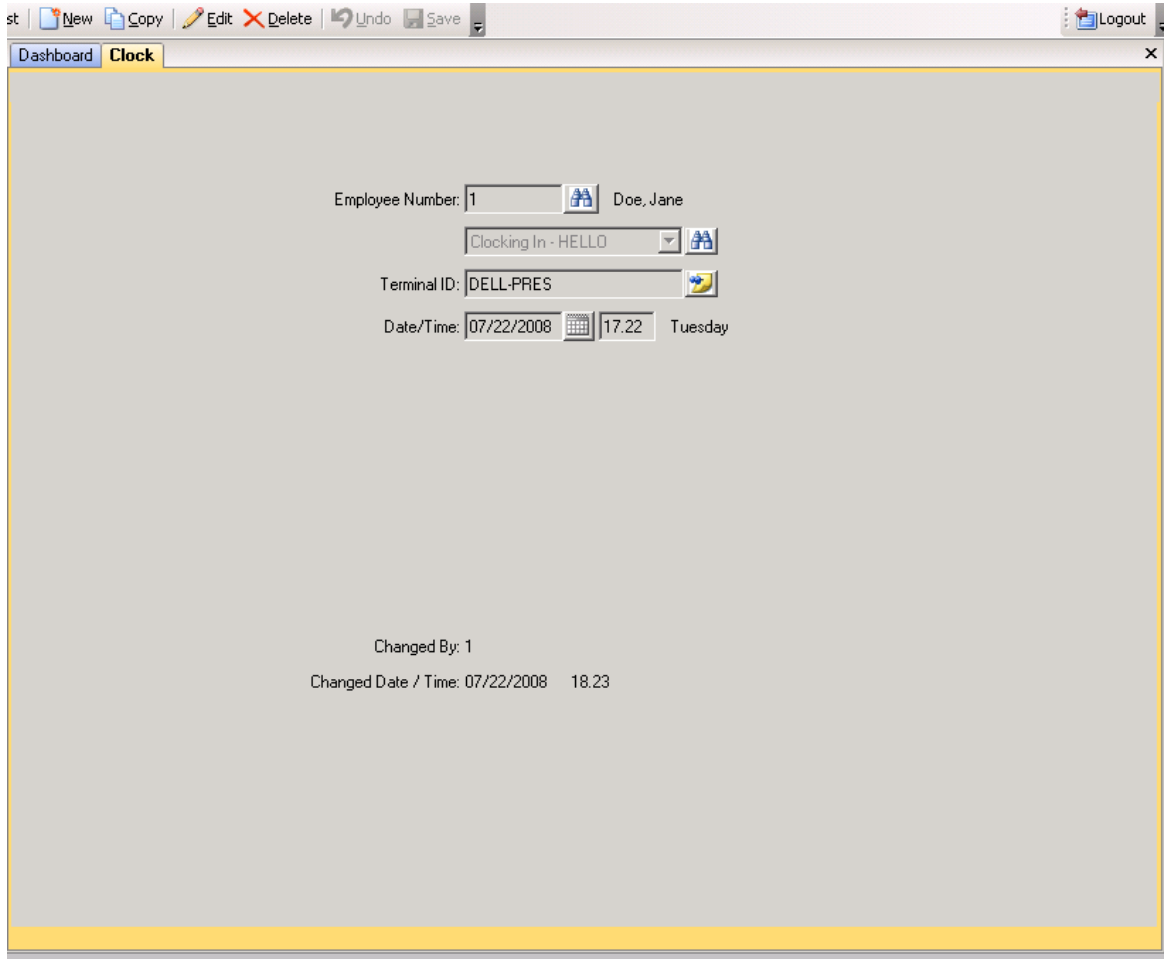
If you select *Undo*, the Toolbar will change depending on how the security levels in the Control File have been set as compared to your security level:

- If your security level **equals** “Required min to use this transaction”, you will immediately be taken out of the Clock In/Out screen as soon as you select *Save*.
 - If your security level **exceeds** “Required min to use this transaction”, you can use the navigation icons on the tool bar to find your transaction that you wish to change or delete (unless the action is protected by field or button security).
 - If your security level **equals or exceeds** “Modify other users’ transactions”, you can use the binoculars icon for Employee number and select another employee. You can then use the binoculars icon to find a transaction that you wish to change or delete.
- Note: if you select *Undo*, the navigation icons to which you will have access are determined by the Security Settings.


Clock In/Out *(continued)*

Clock In/Out Screen

This is an illustration of the Clock In/Out screen.



Clock In/Out *(continued)***Clock In/Out Screen / Field Descriptions**

Field	Description
Employee#	<p>Employee number. If you have sufficient security, you can display all employees by clicking on the binoculars. You can search by First Name, Last Name, Employee#, or Login. Highlight the employee you want then click on <i>Select</i>.</p> <p>Next, use binoculars to display all of the TimeClock transactions. You can search by Date, Year/Month, Transaction Highlight the one transaction you want then click on <i>Select</i>.</p>
Clock In/Out Message	<p>This message indicates whether you are clocking in or out. You can use the pull-down menu to change this. If you are clocking in and you should be clocking out, or if you are clocking out and you should be clocking in, a dialogue box will display as illustrated on the next page.</p>
Terminal ID	<p>The terminal ID where this transaction was created. If Custom Feature 1000 is installed, the terminal's default location code will be used.</p>
Notes	<p>To enter a Note associated with this transaction, click on the Notes icon, .</p>
Date/Time	<p>The date and time of this transaction.</p>
Changed By	<p>The employee number of the person who most recently made a change to this transaction.</p>
Change Date/Time	<p>The date and time when the most recent change was made to this transaction. The Time Clock Report shows the details as modified if any change was made after the original entry.</p>

Clock In/Out *(continued)*

Clock In/Out Dialogue Screen

The system keeps track if you are clocked in or out. If you attempt to do the opposite of what it expects, the Clock In/Out Dialogue screen appears, and you will be prompted for a reason for the discrepancy.

Dashboard *Clock

Employee Number: 1 Doe, Jane

Clocking In - HELLO

Terminal ID: DELL-PRES

Date/Time: 07/22/2008 17.22 Tuesday

Help Message: Clockin / Clockout changed. Please note the reason of the change.

Enter Reason: I had to leave quickly to take a customer on my way home.

Changed By: 1

Changed Date / Time: 12/26/2008 17.42

Edit Clock Details

Edit Clock Details Procedure

As soon as you select **Edit Clock Details** from the Time Clock Menu, the Edit Clock Details screen appears. It is essentially the same as the Clock In/Out screen, but it doesn't immediately exit upon saving.

Therefore, this menu item should be controlled by the appropriate security settings.

Time Clock Inquiry

Description

The Time Clock Inquiry allows you to view on the screen all of the Transaction Types by Employee for a date/time range. Time Clock calculates the hours with one decimal: 1/10 of an hour = 6 minutes. It rounds up 4-6 minutes and down 1 to 3 minutes.

The screenshot shows the 'Time Clock Inquiry' window with the following search criteria:

- Region: North East
- District: New Jersey
- City: Dover
- Location: Airport
- Employee: All
- Transaction: All
- Starting In Date: 01/01/2009 00.00
- Ending In Date: 06/17/2009 23.59

The data table below shows the results of the inquiry:

Emp#	Terminal ID/Loc	Date In	Time In	Time Out	Hours	Date Out	Mod	Posted
1	DELL-PRES, HLRDELL	01/02/09	16.59	16.31	1463.5	03/04/09	Yes	
1	HLRDELL	03/05/09	8.00	20.00	12.0	03/05/09	Yes	
1	HLRDELL	03/05/09	12.00	12.30	0.5	03/05/09	Yes	

Time Clock Report

Description

The Time Clock Report displays the total number of hours by employee based on the selection criteria you use. It is also used to “Post” transactions so that they cannot be changed.

This is an illustration of the Time Clock Report screen:

The screenshot shows the 'Time Clock Report' window with the following settings:

- Region:** North East (selected), West
- District:** New Jersey (selected), Rockies, West Coast
- City:** Denver (selected), Dover, Newark, SF
- Location:** Airport, Corp, Downtown, Main (selected)
- Time Clock Week Ends on:** (empty dropdown)
- Starting In Date / Time:** 06/01/2009 0.00 Monday
- Ending In Date / Time:** 06/17/2009 23.59 Wednesday
- Employee:** All (selected), 1, 123456, 2, 3, 4, 5
- Transaction:** All (selected), Driver B, In/Out
- Sort By:** Employee Number
- Print Notes
- Post
- Page break after each employee
- Output Destination:** Excel Spreadsheet
- Run Report** button

Time Clock Report *(continued)*

Procedure

To run the report...	You should then...
Select Time Clock, Time Clock Report	Enter the Region, District, City, and Renting Location for which you wish to run the report.
	The Day of the Week on which the Time Clock Week Ends as defined in Preferences.
	Enter the Starting and Ending Date and Time for which you wish to run the report.
	Select which employees are to be included or <i>All</i> . Multiple employees can be selected by holding down the Shift Key then clicking on all desired items.
	Select the type of Transactions or <i>All</i> . Multiple Transaction Types can be selected by holding down the Shift Key then clicking on all desired items.
	Select how you would like the report to sort. Choices are: <ul style="list-style-type: none"> • Employee Number • Employee Name • Modified • Posted • Clock Location • Employee Location • Transaction • Clock In Date • Clock Out Date • Clock In Time • Clock Out Time
	Check if you would like Notes to appear on the report.

Time Clock Report *(continued)*

To run the report...	You should then...
	Check if you would like to “Post” the selected transactions. Once transactions have been posted, they cannot be changed.
	Check if you would like a page break after each employee.
	Click on OK then enter the Output Destination. You may use the mouse or down arrow key to access a pull-down menu. If you select “File”, the output file name is “rp-tcclock.sp”. If you select “Excel Spreadsheet”, the output file name is rp-tcclock.xls.

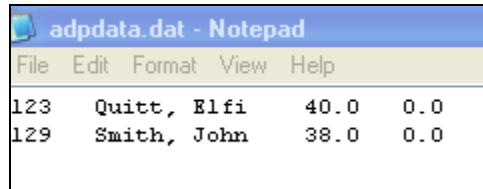
Time Clock Report *(continued)*

Sample Report

Time Clock calculates the hours with one decimal: 1/10 of an hour = 6 minutes. It rounds **up** 4-6 minutes and **down** 1 to 3 minutes.

Report Job 2034										
12/26/08		Time Clock Report								
17:48:16		Transactions: All		by: Trans		Start Date/Time: 12/01/08 00.00		End Date/Time:		
						Emp: 1108				
Emp	Date	In Time	Date	Out Time	Hours	Loc/Terminal ID	Transaction	Mod	Notes	
Clock										
1108	12/01/2008	06.53	12/01/2008	14.03	7.2	RBC Center, BUDGET	Clock		YES	
1108	12/02/2008	06.58	12/02/2008	14.01	7.1	RBC Center, RBC Le	Clock			
1108	12/03/2008	07.00	12/03/2008	18.04	11.1	RBC Center, BUDGET	Clock		YES	
1108	12/04/2008	06.48	12/04/2008	14.01	7.2	RBC Center	Clock		YES	
1108	12/05/2008	07.01	12/05/2008	14.00	7.0	RBC Center, BUDGET	Clock		YES	
1108	12/08/2008	07.02	12/08/2008	14.06	7.1	RBC Center, BUDGET	Clock			
1108	12/09/2008	07.08	12/09/2008	14.05	7.0	RBC Center	Clock			
1108	12/10/2008	07.00	12/10/2008	18.01	11.0	RBC Center	Clock		YES	
1108	12/11/2008	06.59	12/11/2008	14.04	7.1	RBC Center	Clock			
1108	12/12/2008	07.10	12/12/2008	09.19	2.2	RBC Center	Clock			
1108	12/15/2008	07.02	12/15/2008	14.05	7.1	RBC Center	Clock			
1108	12/16/2008	06.54	12/16/2008	12.59	6.1	RBC Left, RBC Cent	Clock			
1108	12/17/2008	07.00	12/17/2008	18.02	11.0	RBC Center	Clock			
1108	12/19/2008	07.16	12/19/2008	14.15	7.0	RBC Center, BUDGET	Clock		YES	
1108	12/22/2008	06.50	12/22/2008	14.08	7.3	BUDGETREDBANK	Clock		YES	
1108	12/23/2008	07.05	12/24/2008	12.07	29.0	RBC Center, RBC Le	Clock			** Clocke
1108	12/26/2008	07.04	12/26/2008	14.05	7.0	RBC Center	Clock			
Total hours by transaction: Clock					148.5					

This is a sample posting file which is created only when Custom Feature C1001 active:



```
adpdata.dat - Notepad
File Edit Format View Help
123 Quitt, Elfi 40.0 0.0
129 Smith, John 38.0 0.0
```

Transaction List

Description

The TimeClock Transaction List will display the Terminal ID and Transaction Type by the range of employee numbers, dates, and times which you select. If Custom Feature 1000 is installed, the Terminal ID will be replaced with its default location code.

This is an illustration of the Transaction List screen:

The screenshot shows a web application window titled "Transaction List". The window contains the following elements:

- Navigation tabs: "Dashboard" and "Transaction List" (selected).
- Starting Employee: A dropdown menu with "First" selected and a search icon.
- Ending Employee: A dropdown menu with "Last" selected and a search icon.
- Starting Date: A date picker showing "06/01/2009" and a time field showing ".00".
- Ending Date: A date picker showing "06/17/2009" and a time field showing "23:59".
- Print options: Two checkboxes, "Print Already-Posted Details" and "Print Notes", both of which are unchecked.
- Output Destination: A dropdown menu with "PDF File" selected.
- Run Report: A button labeled "Run Report".

Transaction List *(continued)*

Procedure

To run the report...	You should then...
Select Time Clock, Transaction List	Enter the Starting and Ending Employee numbers for which you wish to run the report.
	Enter the Starting and Ending Clock Dates and Times for which you wish to run the report.
	Check if you would like Posted Details to appear on the report.
	Check if you would like Notes to appear on the report.
	Enter the Output Destination. You may use the mouse or down arrow key to access a pull-down menu. If you select "File", the output file name is "rp-tclist.sp". If you select "Excel Spreadsheet", the output file name is "rp-tclist.xls".

Transaction List *(continued)*

Sample Report

Report Job 2032						
12/26/08		Time Clock Transaction List				
17:44:51		Range: First 12/01/08 00.00 to Last 12/26/08 00.00				
Emp	Date	Time	Loc/TerminalID	Transaction	0=In / 1=Out	

Emp# 110						
1108	12/01/2008	06.53	RBC Center	Clock	0	
1108	12/01/2008	14.03	BUDGETREDBANK	Clock	1	
1108	12/02/2008	06.58	RBC Center	Clock	0	
1108	12/02/2008	14.01	RBC Left	Clock	1	
1108	12/03/2008	07.00	RBC Center	Clock	0	
1108	12/03/2008	18.04	BUDGET-REDBANK	Clock	1	
1108	12/04/2008	06.48	RBC Center	Clock	0	
1108	12/04/2008	14.01	RBC Center	Clock	1	
1108	12/05/2008	07.01	RBC Center	Clock	0	
1108	12/05/2008	14.00	BUDGET-REDBANK	Clock	1	
1108	12/08/2008	07.02	RBC Center	Clock	0	
1108	12/08/2008	14.06	BUDGETREDBANK	Clock	1	
1108	12/09/2008	07.08	RBC Center	Clock	0	
1108	12/09/2008	14.05	RBC Center	Clock	1	
1108	12/10/2008	07.00	RBC Center	Clock	0	
1108	12/10/2008	18.01	RBC Center	Clock	1	
1108	12/11/2008	06.59	RBC Center	Clock	0	
1108	12/11/2008	14.04	RBC Center	Clock	1	
1108	12/12/2008	07.10	RBC Center	Clock	0	
1108	12/12/2008	09.19	RBC Center	Clock	1	
1108	12/15/2008	07.02	RBC Center	Clock	0	
1108	12/15/2008	14.05	RBC Center	Clock	1	
1108	12/16/2008	06.54	RBC Left	Clock	0	
1108	12/16/2008	12.59	RBC Center	Clock	1	
1108	12/17/2008	07.00	RBC Center	Clock	0	
1108	12/17/2008	18.02	RBC Center	Clock	1	
1108	12/19/2008	07.16	RBC Center	Clock	0	
1108	12/19/2008	14.15	BUDGETREDBANK	Clock	1	
1108	12/22/2008	06.50	BUDGETREDBANK	Clock	0	
1108	12/22/2008	14.08	BUDGETREDBANK	Clock	1	
1108	12/23/2008	07.05	RBC Center	Clock	0	
1108	12/24/2008	12.07	RBC Left	Clock	1	
Emp# 114						
1144	12/01/2008	10.03	RBC Left	Clock	0	
1144	12/01/2008	18.01	RBC Center	Clock	1	
1144	12/02/2008	07.28	RBC Left	Clock	0	
1144	12/02/2008	18.01	RBC Center	Clock	1	

Purging

Description

Every transaction made by every employee is kept in the system. Eventually, the transaction file can become quite large. Purging should be done periodically, preferably after year-end. However, you must always keep at least 90 days history.

Procedure

Access the Purge program from the Time Clock Menu. This is an illustration of the Purge screen.

The screenshot shows the 'Purge Time Clock' interface. At the top, there are navigation tabs for 'Dashboard' and 'Purge Time Clock'. A central warning box contains the text: 'WARNING! It is STRONGLY recommended that you backup your database before purging. Records will be permanently deleted and can only be recovered from the backup.' Below the warning, it displays 'Last purge cutoff date: 12/28/2009'. A 'Cutoff Date' field is set to '01/31/2010' with a calendar icon. Under 'Options', three radio buttons are present: 'Archive and purge' (selected), 'Purge', and 'Prooffrun (archive without purging)'. An 'Archive option' section includes an unchecked checkbox for 'Include Notes'. An 'Output Destination' dropdown menu is located at the bottom right. A 'Run Report' button is positioned at the bottom center of the form.

Purging *(continued)*

Purging Screen / Field Descriptions

Field	Description
Last Purge Cutoff Date	Date that TimeClock transactions were last purged. This is maintained by the system.
Cutoff Date	Enter the Cutoff Date. The system will default to the last date of the next month of the previous purge.
Options	Check if you want to Archive the data which will be purged.
Archive/Print Output Destination	If you had indicated above that you wish to archive purged data, you will be prompted for the output destination to be used. All standard choices are available but 'Terminal' can only be used for proof-run.

Sample Report

```

12/28/09                                     Time Clock Purge                                     Page    1
10:44:54                                     All posted time clock entries with a posting date on or before 12/14/2009 will be archived.
                                                Last purge date: 12/14/2009

Employee  Trans.Type  Terminal-ID  Clock-Date Time  Auth Emp  Posting Date  Entered on Date/Time/By  Last changed Date/Time/Emp
-----
1         Clock     In   Prog2     01/01/2005 09.00                02/01/2005  01/01/2005 09.00 1
1         Clock     Out  Prog2     01/01/2005 17.00                02/01/2005  01/20/2005 12.00 123      01/20/2005 12.00 123

Total records:      2
-
    
```

Sample Export file – only when Custom Feature C1001 active

```

<?xml version="1.0" ?>
- <ettctrans xmlns:xsi="http://www.w3.org/2001/XMLSchema-
instance">- <ettctransRow>
  <DBROWID>AAAAAAEEjo=</DBROWID>
  <AuthEmp />
  <ClockDate>2005-01-01</ClockDate>
  <ClockTime>9.0</ClockTime>
  <Description />
  <EmployeeNumber>1</EmployeeNumber>
  <LastDate xsi:nil="true" />
  <LastEmp />
  <LastTime>0.0</LastTime>
  <OrigEmp />
  <PostDate xsi:nil="true" />
  <StampData />
  <SystemDate>2005-01-20</SystemDate>
  <SystemTime>12.0</SystemTime>
  <TerminalID>Prog2</TerminalID>
  <TranName>Clock</TranName>
  <TranType>0</TranType>
</ettctransRow>
- <ettctransRow>
  <DBROWID>AAAAAAEEjs=</DBROWID>
  <AuthEmp />
  <ClockDate>2005-01-01</ClockDate>
  <ClockTime>17.3</ClockTime>
  <Description />
  <EmployeeNumber>1</EmployeeNumber>
  <LastDate xsi:nil="true" />
  <LastEmp />
  <LastTime>0.0</LastTime>
  <OrigEmp />
  <PostDate xsi:nil="true" />
  <StampData />
  <SystemDate>2005-01-20</SystemDate>
  <SystemTime>12.0</SystemTime>
  <TerminalID>Prog2</TerminalID>
  <TranName>Clock</TranName>
  <TranType>1</TranType>
</ettctransRow>
</ettctrans>

```