ES1000 End User Set Up

There is a $40.00 (fourty dollars) set up fee.   This fee is charged if Acroprint does the set up for the end user before shipping the clock or if Acroprint does the set with the end user via the phone. Once the settings are correct based on the customers input any changes to the settings will result in an additional charge of $40.00 per change. Once this form is completed it should be faxed to 866-304-0943.

Customer Name: _____

Customer Phone: _____

Credit Card to be charged: AMEX   MC   Visa
      Name on card _____
      Card Number _____
      Expiration Date _____
      3 numbers on the back of your MC or VISA 4 number on the front of your AMEX card

                    _____

Bill to Address: _____

                    _____

                    _____

Clock Settings:

Hour Display: AM/PM (12AM to 12PM)   24 Hour

Pay Period: Weekly   Bi-weekly   Semi-monthly   Monthly

Pay Period Ending Date: _____

Day Advance (time you want the day to change): _____

Print Format: AM/PM (12 AM to 12PM   24 Hour)

Rounding: Punch Rounding   Hours Rounding
Punch Rounding rounds the In and Out punches based on your settings this is recommended.
Hour rounding calculates the hours between the In and Out punch and rounds based on total hours.

Auto Lunch Deductions: Y/N

    Length of lunch: 15   30   45   60

Number of regular hours worked per week: _____

Maximum Number of hours an employee can be on the clock: _____

If you do not have all your employees on the same schedule and therefore are not using a fixed shift, this completes the programming you will need for the ES1000.

Please sign this form and fax it back to 866-304-0943

Signature: _____Date: _____

If your company has all the employees on one shift you will need to also complete the following. **Calculation errors will result if all employees are not on the same schedule but are punching in and out on the clock.**

This schedule allows for two breaks in addition to a lunch break. Please indicate if you want the clock to automatically deduct for breaks and how much.
Y/N   Length _____

Regular Hours per day _____

Regular Hours per week _____

Start Time for work day _____

Stop Time for work day _____
Everyone must be scheduled to stop and start work at the same time for these setting to work properly

Irregular printing start time _____

Irregular printing stop time _____
Employee punches outside the regular work schedule will print in RED to flag irregular punches

Select days of the week the schedule will apply: SU MO TU WE TH FR SA

Rounding?
If an employee punches in at 8:06 it is calculated as an 8:00 punch.

Grace period?

After completing both pages please sign and fax back to 866-304-0943.

Signature _____ Date_____