

# RTC-1000 2.0 Universal Time Clock<sup>®</sup>

## A Big Business Solution with a Small Business Price

### Plug & Play Simplicity

#### No software to install!

All Software is embedded right in the clock! Simply connect the time clock to a computer of your choice or directly to your network, with no complicated installation involved or expensive licenses to buy.

### Universal Access & True Mobility

This one-of-a-kind time clock is ideal for small businesses and supports all connection options. Direct connect to a PC or Mac<sup>®</sup>; LAN, WAN or even access over the Internet (ideal for home offices or off-site payroll)!

### NEW

#### Web Punch Time Clock<sup>™</sup>

Employees clock IN/OUT from their Web browser through the Internet or Intranet. Ideal for remote offices, traveling employees or working from home.

- Employees clock IN from any Web-enabled device such as cell phone or PDA.
- Compatible with all Web browsers
- Supports up to 25 Web Punch employee per system



The RTC-1000 2.0 Universal Time Clock<sup>™</sup> system comes with everything a small business needs to begin collecting punch data and immediately saving time and money.

Whether your time keeping needs are basic or complex, and whether your computer skills are minimal or that of an IT expert, the RTC-1000 2.0 Universal Time Clock<sup>™</sup> is a truly user friendly automated solution that is easily scalable to suit your varying business needs and resources.

Employees easily clock in with a unique ID number or with a badge at the time clock. Employees stay informed & can see the number of hours they have worked for that day or for the week at the clock itself. Supervisors, on the same hand, can easily access the time clock data anytime to edit, monitor employee hours and generate reports etc They can do this from their computer, over the network or even remotely over the Internet from a remote location with the right set up!

- **Multi-Clock Connectivity:** connect up to 7 time clocks together over the Network or Internet. The RTC-1000 2.0<sup>™</sup> uniquely allows employees to clock IN at one clock and OUT of another.
- **Multiple Employee Entry Options:** employees clock IN with a 3-9 digit customized ID number or with included proximity badge or through their web browser using the optional Web Punch Time Clock<sup>™</sup>
- **Easily Expandable User Capacity:** supports up to 50 employees. Expandable to 100, or 250 employees per system.
- **Universal Connectivity Options:** Ethernet and USB and serial connection. Even allows access to your time clock data over the Web!

### RTC-1000 2.0<sup>™</sup> Benefits

**User Friendly:** automates time collection without extensive setup or training

**Cuts Costs:** automatically calculates standard, overtime and consecutive day (California) overtime hours

**Expandable:** supports & links multiple time clocks

**Unique:** allows time clock access & management over the web—perfect for home office or remote sites

**Proactive:** alerts managers before overtime, of missed punches & more

**Flexible:** supports all pay period types & allows for unlimited multi-user access

**Value:** one-of-a-kind QuickBooks<sup>®</sup> Plug-in and ADP<sup>®</sup> Export

**Innovative:** automatic lunch deduction & track paid breaks

**Efficient:** create advanced reports with new create report option

**Compatible:** works with all operating systems including Windows<sup>®</sup>, Mac<sup>®</sup> & Linux<sup>®</sup>



**QUICK | SIMPLE | RELIABLE**

**EDIT A PUNCH**

Employee 089-J. Herriet

Type In

Date 10/27/09

Time 07:04a **8**

Department Break

Submit Delete Cancel

**One-of-a-kind**

**QuickBooks Plug-in**

Use our one-of-a-kind QuickBooks® Plug-in to integrate your time clock with QuickBooks Payroll®. Access your time clock interface directly from the QuickBooks® file menu, sync employees in QuickBooks® with employees in the time clock and import employee hours in one simple step!

**Further Integration**

- ADP® export program allows you to streamline your payroll process even further. Export employee punch hours and benefit hours directly into ADP® desktop software.
- Use the CSV export to import punch hours into payroll programs that accept CSV files.
- Free API to create custom Exports for advanced integration.

**Where to Buy**

Icon Time Systems products are available through a nationwide dealer network. For a list of resellers in your area give us a call.

**Contact Info**

Icon Time Systems  
1.800.847.2232  
www.icontime.com

# Sample Report: Employee Timecard

RTC-1000 2.0 includes three easy-to-use reports to give you complete visibility of your employees' time and attendance data: Employee Timecard Report, Attendance Report, and Roster Report.

**TIMECARD REPORT**

From: 10/26/09 Thru: 11/01/09 Add Punch · Export · Summary · Signature · Daily · Notes · Labor · Exceptions · Refresh

089-J. Herriet

DATE	TIME IN	DEPT	TIME OUT	LCH	ADJ	HRS	STD	OT1	OT2	
10/26/09	Mon 07:00a	Office	Mon 11:00a	30min		3.50	3.50			
	Mon 11:00a	Break	Mon 11:30a			0.50	0.50			
	Mon 11:30a	Office	Mon 03:30p			4.00	4.00			
10/27/09	Tue 07:04a	Sales	Tue 11:00a	30min		3.43	3.43			
	Tue 11:00aE	Break	Tue 11:30aE			0.50	0.50			
	Tue 11:30a	Office	Tue 03:45p			4.25	4.07	0.18		
10/28/09	+Wed 07:00a	Office	Wed 11:00a	30min		3.50	3.50			
	NOTE: Forgot to clock IN									
	Wed 11:00a	Break	Wed 11:30a			0.50	0.50			
10/29/09	Wed 11:30a	Office	Wed 03:30p			4.00	4.00			
10/30/09	Thu 07:00a	Office	Thu 03:30p	30min		8.00	8.00			
	10/30/09	Fri 07:00a	Fri 03:30p	30min		8.00	8.00			
<b>Totals:</b>						<b>40.18</b>	<b>40.00</b>	<b>0.18</b>		

Signature: \_\_\_\_\_

**Report Legend:**

- 1** Prints Date
- 2** Calculates Total Daily Hours
- 3** Calculates Total Punch Hours
- 4** Calculates Total Standard Hours
- 5** Tracks/Calculates Overtime 1 and optional Overtime 2
- 6** Track Time Spent in Paid Break
- 7** Deducts Lunch Automatically
- 8** Simply Click On the Punch to Edit
- 9** Track Events with Notes by the Punch
- 10** Track Edited Punches with 'E' Flag
- 11** Calculate Employee Wages
- 12** Track Time Spent In Department (Optional)
- 13** Track Employee Timecard Approval with Signature Line When Printed
- 14** Toggle Report Features On/Off

**Advanced Reporting Options:** track benefit accruals, sort by department, create reports, and more.

**Included In the box:**

- RTC-1000 2.0™ Time Clock
- 50 Employee Capacity
- 15 Bonus Proximity Badges
- 15 ft Ethernet Cable
- 15 ft USB Cable
- 25 ft Serial Cable (Upon Request)
- Power Supply
- Locking Mounting Plate with 2 Keys
- Quick Start Guide
- Setup Wizard/Documentation CD
- 1 Year Manufacturer Warranty
- 30 Days Free Technical Support

- **Size:**  
Dimensions 7.25" x 8" x 2"  
Weight 1.2 lbs

**System Requirements**

- Any machine that uses a Web browser.  
E.g. PC, Mac®, iPhone®, PDA
- For Direct to PC Connection:**  
Windows® PC with one available Ethernet, USB, or serial port
- Mac or Other Non-Windows OS:**  
Ethernet connection
- For Remote Access over Internet:** Ethernet and Internet connection
- QuickBooks and ADP Export:**  
Require Windows® based PC
- Web Punch Time Clock:**  
Ethernet connection required



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