

Amano Time Guardian

Employee Time and Attendance Software

- Software supports multiple languages (English, French, Canadian French, Spanish, Puerto Rican Spanish, Mexican Spanish, and Dominican Spanish)
- Unlimited number of departments, pay policies, schedules, and holidays
- Calculates weekly, bi-weekly, semi-monthly or monthly pay period
- Payroll export for QuickBooks, ADP, Paychex and many more
- Windows-based system (Windows 2000, Windows XP, or Windows Vista)
- Single PC version software (Network version available [upgrade])
- Accommodates 100 employee capacity (upgradeable to 250)
- Automatic overtime calculation
- Easy Timesheet Editing
- 8 Standard Reports



Advanced Pay Policy

This option allows you to define pay policy. To access this module, select Setup menu from the main menu and Wizard submenu, or click the Wizard icon on the Custom Toolbar. From the Setup Wizard screen, select the Pay Policy tab, and the following Pay

Schedule : Shift 1 - 8:00am-4:0

Day	Start	End
Mon	08:00 AM	04:00 PM
Tue	08:00 AM	04:00 PM
Wed	08:00 AM	04:00 PM
Thu	08:00 AM	04:00 PM
Fri	08:00 AM	04:00 PM
Sat	: AM	: AM
Sun	: AM	: AM

Time Card Report

Date	Schedule	In	Out	In	Out	Paycode	Revisions
Mon 12/16/2012	08:00 AM - 04:00 PM	08:00 AM	04:00 PM			REG 7.5	
Tue 12/18/2012	08:00 AM - 04:00 PM	08:00 AM	04:00 PM			REG 0	00
Wed 12/19/2012	08:00 AM - 04:00 PM	08:00 AM	04:00 PM			REG 7.25	00
Thu 12/20/2012	08:00 AM - 04:00 PM	08:00 AM	04:00 PM			REG 7	00
Fri 12/21/2012	08:00 AM - 04:00 PM	08:00 AM	04:00 PM			REG 7.25	00
Sat 12/22/2012						REG 7.25	00
Sun 12/23/2012						REG 7.25	00

Date	IN	OUT	Totals	Exceptions	Schedule	REG	OT	OT2	SOB	HOL	VAC	PER	BAR	SIC	PER
Sum 12/16/2012					No Schedules										
Mon 12/17/2012	08:00 AM	04:00 PM	7.5												
Tue 12/18/2012	08:00 AM	04:00 PM	0												
Wed 12/19/2012	08:00 AM	04:00 PM	7.25												
Thu 12/20/2012	08:00 AM	04:00 PM	7												
Fri 12/21/2012	08:00 AM	04:00 PM	7.25												
Sat 12/22/2012	08:00 AM	04:00 PM	7.25												
Sun 12/23/2012	08:00 AM	04:00 PM	7.25												

Pay Period Hours Total: 47.25 Pay Period Dollars Total: \$0.00

REG	OT	OT2	SOB	HOL	VAC	PER	BAR	SIC
32	7.25	0	0	0	0	0	0	0