

# TimeCard Calculator

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[What is TimeCard Calculator?](#)

[Start TimeCard](#)

[Employee Entries](#)

[Entering Time In and Out](#)

[Over 12 Hours Elapsed Warning](#)

[Editing Grid times](#)

[Button Bar \(print, new card, exit\)](#)

[Settings](#)

[Help](#)

[Registration](#)

Help file generated by VB HelpWriter.

# Settings

## Color

### Default Colors (All)

## Reports

## Sounds

## Flashing Arrows

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# Help

**Help....** Selecting Help will load this help file  
**About....** Selecting About displays information  
about TimeCard Calculator .

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# Registration

## Registration

You will only be allowed to run 15 timecards before the program will limit function. You must then register to continue use. 15 timecards should allow sufficient time to evaluate the program.

We at [hotwares.com](http://hotwares.com) know your business can save time and money by using [TimeCard Calculator](#).

Registration is fast and easy.

You can Register by clicking one of two buttons.

## Button 1..... Register on the Web

From the Register window you can register via the web by clicking the "Register on the Web" button which will connect you to a Registration web site. Follow the instructions as the web site is accessed.

## Button 2..... Register by fax, e-mail or postal mail

You can register by fax, e-mail or postal mail by clicking the button accordingly and following the simple instructions.

**Very Important:** Either way you register, you must submit the Computer Name and Serial # found in the text boxes at the bottom of the Registration window of the program. Once this information is submitted along with your registration the author will e-mail or postal mail you a Registration number created just for you. Each Registration number is unique for the computer [TimeCard Calculator](#) is installed on. You cannot interchange Registration numbers between computers or Register on one computer and later load it on another. Once you receive a Registration number it will only work on the computer you got the Serial # and Computer Name off of.

-

# Color

You can select the Background Color and /or Text color for each of the objects listed.

Exiting the program will save your selection.

## **Default Colors (All)**

**Clicking this menu will restore the default colors for all items listed.**

**Exiting the program will save the default colors.**

## Sounds

**On**.....If selected will turn the program sounds on.

**Off**.....If selected will turn the program sounds off.

Exiting the program will save your selection.

**Note:** The program automatically selects "Off" if your system does not support a sound card.

## Flashing Arrows

**On...** Selecting "On" will cause the blue arrows pointing toward the row numbers on the Grid to flash during the Editing Mode. These arrows will only show after you have entered the total number of entries for your card.

**Off...** Selecting "Off" will turn off the flashing blue arrows.

Exiting the program will save your selection.



# Start TimeCard



**Start Time Card** Clicking this button will start the program asking you to Enter the name of the Employee the time card is for.  
[\(show screen\)](#)

**Although this is optional,** if you don't enter a name (or social security number, personal ID, Employee number, etc.) the **List of Employees completed** will not keep a running list of the time cards finished.

[Next >>](#)

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Please enter the name of the  
Employee on the time card.

Please Count the number of Entries  
(i.e. Punch Ins and Outs ) on the time card.  
>>>You must Enter a number.<<<

Please enter the name of the Employee on the time card.

Please Count the number of Entries (i.e. Punch Ins and Outs ) on the time card.  
>>>You must Enter a number.<<<

After the Employee name is entered you must count the total number of times the employee punched in and out on the card. For example if he/she

punched in 8:00 am  
out 11:58 am  
in 12:59 pm after lunch  
out 5:00 pm

[More V](#)

[V](#)

This is a total of four (4) times which would be entered in the box for the total number of entries. Obviously you should have more than four for an entire week or two depending how your pay period is for the timecard. The program will not accept a number less than two (2) or greater than one hundred (100).

Clicking the "OK" button will bring you to the Main Program Screen allowing you to start entry of the values on the card.

[Next >>](#)

# Entering Time IN and Out

(show In/Out screen)

Times are entered by alternating between the IN and OUT boxes. You can enter the time in the format of hhmm or hh.mm or hh:mm . If the time entered is within the first hour of the day, you must enter the time as 00mm . ( e.g. 00.56 for 00:56 AM) All other times can be entered any way you wish from the three formats mentioned above.

If you prefer 24 Hour format or if your time clock records time in 24 Hour format feel free to enter the time that way.

For Example: Enter 13:34 as 1334 there is no need to enter "a" or "p" for am/pm.

22:15 as 2215

Either 12 Hour or 24 Hour format allows easy one handed entry.


The Grid is automatically filled with the times you enter. When the program calculates the **Elapsed Time** it automatically tallies the **Total Hours** in the text box located at the lower right of the main screen.

With this **Total Hours** number all you need to do is multiply it by the Hourly wage of the employee giving you the wages earned for that particular wage earner. (For Example: 42.34 **Total Hours** for the week at \$15.00 per hour will result in total gross wages of \$635.10.)

[Next >>](#)

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**Time Card Calculator**  
Settings Help Registration

  
**Start Time Card**

**Time Punched**

IN


OUT

# of Entries left

**Times are entered here**

|      | Time  |
|------|-------|
| # 1  | 09:00 |
| # 2  | 12:50 |
| # 3  | 08:40 |
| # 4  | 01:00 |
| # 5  |       |
| # 6  |       |
| # 7  |       |
| # 8  |       |
| # 9  |       |
| # 10 |       |

**Time Card Calculator**  
Settings Help Registration

  
**Start Time Card**

**Time Punched**

IN

OUT

# of Entries left  
12

**Times are entered here**

|      | Time  |
|------|-------|
| # 1  | 09:00 |
| # 2  | 12:50 |
| # 3  | 08:40 |
| # 4  | 01:00 |
| # 5  |       |
| # 6  |       |
| # 7  |       |
| # 8  |       |
| # 9  |       |
| # 10 |       |

# Over 12 Hours Elapsed Warning

If the program calculates an Elapsed Hours amount of 12 Hours or more for the row it will alert you by playing a sound (If sounds are On, see [Settings](#)) and the 12 Hour Warning frame will appear. ([Show Warning Screen](#)) You will not be able to proceed with further entries until you decide if the Elapsed Hours amount is correct.

If the Elapsed Hours are correct then Click the "OK" button in the 12 Hour Warning screen which will allow you to proceed with the next entry.

If the Elapsed Hours are not correct then Click the "Reset" button and the word "redo" will appear in the grid for that row which you need to re-enter. Proceed with re-entry of those numbers but this time to avoid the 12 Hour Warning Screen place an "a" for AM or "p" for PM according to your entries to let the program know exactly how to calculate the Elapsed Hours.

[Next >>](#)

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# Time Card Calculator

Settings Help Registration



Time Card Calculations for:

**John Doe**

The Elapsed time is over Twelve (12) Hours. Please confirm if this is correct by clicking the "OK" button or if you need to redo the time click the "Reset" button.

OK

Reset

|      | IN    | OUT     | Elapsed Hours |
|------|-------|---------|---------------|
| # 1  | 09:00 | 10:00 p | 13.00         |
| # 2  |       |         |               |
| # 3  |       |         |               |
| # 4  |       |         |               |
| # 5  |       |         |               |
| # 6  |       |         |               |
| # 7  |       |         |               |
| # 8  |       |         |               |
| # 9  |       |         |               |
| # 10 |       |         |               |

List of Employees completed.

**John Doe**

**Total Hours 13.00**



Print Report



New Card



Exit



# Editing Grid times

After you have entered all the times on the timecard you still have a chance to make any necessary changes. A yellow box instructing you if you need to make any changes to click a row will appear on the main screen. Blue flashing arrows will also appear (if turned on, See Settings).

Click a row to edit a time in that row. You will notice a Yellow Time Edit Box will appear allowing you to enter the correct times. (Show Edit Screen) If the Time IN is correct there is no need to re-enter that time, just press "Enter" on your keyboard and Time OUT will be highlighted to re-enter or press "Enter" on your keyboard to leave as is.


After Time OUT is entered, an "OK" button will appear to record your new entries. You will then notice these new times recorded on the Grid and the Elapsed Hours column will now show the row has been edited.

[Next >>](#)

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**Time Card Calculator** [X]

Settings Help Registration

 **Start Time Card**

Time Card Calculations for:  
**John Doe**

**Time Editor**  
IN: 08:45  
OUT: 12:00  
Cancel




To Edit a time click a row #

|      | IN    | OUT   | Elapsed Hours |
|------|-------|-------|---------------|
| # 1  | 09:00 | 11:55 | 2.92          |
| # 2  | 01:00 | 05:15 | 4.25          |
| # 3  | 08:45 | 12:00 | 3.25          |
| # 4  | 01:30 | 06:00 | 4.50          |
| # 5  |       |       |               |
| # 6  |       |       |               |
| # 7  |       |       |               |
| # 8  |       |       |               |
| # 9  |       |       |               |
| # 10 |       |       |               |

**In this example clicking row #3 caused the time editor to appear for you to enter any changes.**

List of Employees completed.  
**John Doe**

**Total Hours** 14.92

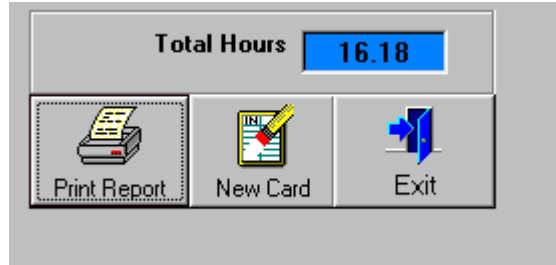
 Print Report    New Card    Exit

# Reports

**You can choose either Small or Large Fonts to be used on your Report of the Current Employee's timecard by clicking the appropriate choice under Reports in the Settings menu.**

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# Button Bar



Press the **Print Report Button** to print a report of the values in the current Grid. Go to Settings to set Font style.

Press the **New Card Button** to Clear all values in the Grid and to Reset the program to accept a new timecard for entering.

Press the **Exit Button** to Exit the program and Save any Settings.

[Back to Contents >>](#)

# What is TimeCard Calculator?

TimeCard Calculator is a computer program made to total time on employee timecards. Any business that finds the totaling of timecards difficult can benefit from this program.

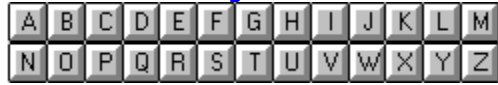
Time is not written in the familiar base-10 arithmetic we learn in school. For example, a time of 3:27 is really 3.45 hours; a time of 3:45 is really 3.75 hours. If 3:27 and 3:45 are totaled you will get 6:72 which is not a real time value. Subtracting 60 minutes from the 72 and adding 1 hour to 6 will give the correct answer of 7:12, (7 hours and 12 minutes), but then in order to compute the wages for this time you need to convert 7:12 into a base-10 value so you can multiply the correct time to a correct wage. For example 7:12 multiplied by an hourly wage of \$8.00 is not \$56.96. The correct answer is obtained by converting 7:12 to a base-10 value of 7.20 hours and then multiplying this value by the \$8.00 giving you a correct value of \$57.60. These math calculations can be confusing and time consuming especially if you have to calculate a large number of time values. Mistakes could easily be made costing you significant amounts of money, not too mention having to recalculate FICA tax, Withholdings, etc. and then needing to report these mistakes to the IRS so the proper adjustments can be made.

TimeCard Calculator will total the proper time for you automatically. It can keep a running list of the timecards you have already completed and Print a report of the timecard you are currently working on. It can accept either a 12 or 24 hour clock format.

You will feel much more at ease knowing costly mistakes will not be made because of arithmetic errors in adding time values. Thank you for evaluating TimeCard Calculator.

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# Glossary



## **E**

Elapsed Time

## **H**

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## **L**

List of Employees completed

## **T**

Total Hours

**Elapsed Time**

Difference between Time Punched Out and Time Punched In, recorded as Elapsed Hours. For Example: a Difference of 9:00 In and 11:30 Out will record an elapsed time of 2.50 Hours, which is 2 and 1/2 hours, not 2 hours and 50 minutes.

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### **List of Employees completed**

Found at the lower left corner of the main program window. It keeps a running list of time cards you have already completed. This makes it convenient to check if a timecard has been finished or not.

**Total Hours**

Total Sum of all the numbers in the Elapsed Hours column of the grid.



