

Daily Maintenance

We recommend completing these tasks in the order in which they are shown. You can skip any tasks that are performed through Task Scheduler.

Beginning-of-the-day tasks

Poll the time clock(s)

Purpose: This transfers information (e.g. punches) from the time clock(s) to the database.

1. Open **ADI Time Clock Communications**.
2. Select **All Setups** from the **ID** drop-down list.
3. Click **Poll**.

Post punches

Purpose: Posting takes the information transferred during the polling process (see above task) and distributes it to the individual employee timecards. You must poll the clocks before posting.

1. Open **ADI Time Clock Communications** (if it is not already open).
2. Click **Post Only**.

Download to the time clocks

Purpose: This transfers information (e.g. badge numbers, schedules, departments, and employee weekly totals) from the database to the time clock(s).

1. Open **ADI Time Clock Communications** (if it is not already open).
2. Select **All Setups** from the **ID** drop-down list.
3. Click **Download**.

Print reports

Purpose: The reports below allow you to verify that all timecard adjustments and totals are accurate before transferring a payroll file to your payroll vendor. You can save the printed reports as a backup and for easy reference.

1. Open **ADI Time Labor Manager**.
2. Click **Reports**.
3. In the left column, click **Time & Attendance Reports**. In the right column, double-click the report you want to print.
4. On the next screen, enter your report criteria and then click Print. We suggest you print the following reports regularly:
 - Time Detail Report (available in different sort orders)
 - Time Exception Report
 - Employee Time Sheet
 - Miscellaneous Pay by Employee (you must click **Labor Analysis Reports** in the left column before you can select this report)

Edit the time cards

Purpose: Editing the time cards every day maintains accurate employee information.

1. Open **ADI Time Labor Manager** (if it is not already open).
2. Click **Time Card Edit**.
3. Select an employee from the **Emp Name** drop-down list. This will open his or her timecard.
4. You can add, edit, and delete punches. You can also edit miscellaneous pay types (e.g. sick, vacation, and personal) and dollar amounts by clicking the **Miscellaneous Pay** button (red checkmark).

End-of-the-day tasks

Backup the database

Purpose: In the event that the database becomes unusable (due to file corruption or hard drive failure, for example) you will be able to restore your backup copy.

1. Close all ADI Time applications.
2. Open **ADI Time Database Utilities**.
3. Click **Backup/Restore**.
4. Click **Backup**. The database path will be shown under **Backup File**. Under **Destination**, click **Browse** and then select the location for the backup copy. We recommend saving the backup copy to a computer or network drive different from that of the database. You can also save it to floppy disks (this usually requires several disks).

Run Task Scheduler

Purpose: The Task Scheduler allows you to automatically perform tasks such as polling the time clocks, posting punches, downloading to the time clocks, and printing reports.

1. Close all applications and restart your computer.
2. Open **ADI Time Labor Scheduler**. You must leave your computer on and this program open in order for your tasks to run as scheduled.

Weekly Maintenance

Build schedules

Purpose: Building schedules allows you to later generate exception codes. Exception codes are usually generated when there is a variance between an employee's timecard and schedule. *You can skip this task if it is set up in your Task Scheduler.*

1. Open **ADI Time Labor Manager**.
2. Click **Scheduling Menu**.
3. Click **Weekly Schedule**.
4. Select the start date in the **Schedule Week** dialog box and then click **OK**.
5. Select the hierarchy element (e.g. a department) from the next dialog box. Click **OK**.
6. Click the **Build Schedules** button (hammer and pliers). Click **Yes** to build the schedule.

Repair/Compact the database

Purpose: It is critical that you perform this procedure weekly to keep your database running efficiently.

1. Close all ADI Time applications.
2. Open **ADI Time Database Utilities**.
3. Click **Compact/Repair DB**. Click **Yes** when prompted to proceed.
4. When the process is finished, the new database size will be displayed.

Backup the database

Purpose: In the event that the database becomes unusable (due to file corruption or hard drive failure, for example) you will be able to restore your backup copy.

Note: This task is included in both Daily Maintenance and Weekly Maintenance to ensure that it is not forgotten. We strongly recommend you perform this task daily.

1. Close all ADI Time applications.
2. Open **ADI Time Database Utilities**.
3. Click **Backup/Restore**.
4. Click **Backup**. The database path will be shown under **Backup File**. Under **Destination**, click **Browse** and then select the location for the backup copy. We recommend saving the backup copy to a computer or network drive different from that of the database. You can also save it to floppy disks (this usually requires several disks).

Backup payroll map, import map, and clock template files

Purpose: Important files should be backed up regularly to protect against hard drive failure.

1. Close all ADI Time applications.
2. Copy the following files to your network or to removable media (e.g. CD or floppy disk):
 - a. Payroll map file (PayInt32.mdb), typically located in C:\Labor32\Data.
 - b. Import map file (e.g. ADImport.mdb), typically located in C:\Labor32\Data.
 - c. If Biometric clocks are used, back up the template file (e.g. CMITemplate.txt), typically located in C:\Labor32\Data.

Print a payroll report, Generate a payroll file

Purpose: Printing a payroll report allows you to verify that the recorded information is correct and make any necessary changes. To save time, we recommend that you simultaneously generate a payroll file for your payroll vendor. If any changes are made to the data, you can easily regenerate this file.

1. Open **ADI Time Labor Manager**.
2. Click **Payroll**. Click **OK** if you receive the message: “*Warning: There are records which have yet to be posted!*”
3. Under **Selection**, choose the payroll data you want to work with. The default setting is *Pay Group*; if you keep this setting, select the **Include** check box for one or more pay groups on the bottom half of the dialog box. If you select *By Company*, *By Location*, *By Division* or *By Department*, a button will be activated that allows you to make your selections.
4. To change the dates, double-click the **Period** field. Change the period using the up or down arrows. The date fields will reflect the change after you click another field or press the Enter key.
5. Under **Report Options**, select the **Print Report** check box and the **Generate File** check box.
6. Select one of the following report types:
 - Detailed Payroll Register
 - Payroll Summary
 - Payroll Distribution Summary
7. Click **Print** to print the report. A payroll interface dialog box will appear.
8. Click **OK** to create the payroll transfer file.

Close the pay period

Purpose: Closing the pay period prevents any changes to the data. We strongly recommend you make a backup copy of your database before closing the pay period.

1. Follow steps 1 through 4 under **Print a payroll report**.
2. Under **Report Options**, select the **Close Payroll** check box. Clear the check from the **Generate File** check box.
3. Click either **Preview** or **Print** to execute the process.