



HandPunch



TIME & ATTENDANCE READER

Each time an employee uses the HandPunch, their identity is positively verified by the unique size and shape of their hand. No one can punch in or out for them, which gives you the most accurate payroll possible.

If your payroll accuracy is important... do it by Hand!

No timecards or badges are needed to use the HandPunch® reader. The employee's hand is their card. Their hand can't be lost or forgotten, which reduces your administrative costs. In addition, you'll never have to pay for another card.

The HandPunch is a fully featured time clock complete with operational battery backup and user capacity expandable to 27,904. No other terminal positively verifies each employee and gives you the additional savings generated by eliminating time theft, and fraud.



The HandPunch is fast and easy to use. Verification time is typically one second.

Restricting the time an employee may use the HandPunch eliminates early IN punches or unauthorized overtime punches. If an employee attempts to use the system during an unauthorized time, the system will display

"TIME RESTRICTION."



■ EDIT AT THE CLOCK

Supervisor override mode allows input at the clock of items such as missed punches, planned vacations, sick time, tips, etc. User restrictions may also be overridden via this mode. This increases supervisor flexibility and eliminates having all edits done at the computer. This mode is password protected and an audit trail identifying who entered the transactions is available.

■ DEPARTMENT TRANSFERS

To assure you will get the data you need for an accurate payroll, The HandPunch can automatically request department information for every punch or can be set to only request department data when asked by the employee. If a home department can be assumed for most transactions in your workplace, the user request mode minimizes data input for the majority of employees.

■ ID NUMBER INPUT

Employees simply enter an ID number into the HandPunch's built-in keypad and place their hand for verification. Once verified the clock displays "OKAY" followed by the user's ID number. Using the keypad can eliminate the costs associated with cards including administrative costs. When was the last time an employee lost or forgot their hand? Cards or bar codes may also be used to enter the ID number. The HandPunch can be ordered with an optional mag stripe, Wiegand or bar code reader. In this case, the employee would just swipe their badge and the HandPunch would ask them to place their hand for verification.

■ EXPLICIT PUNCH MENU

Some workplaces cannot work with assumed schedules. If your's is one of them, turning this menu on makes sure your system gets the data required for accurate application of time and attendance rules and ultimately an accurate payroll. Selections such as In, Out and Back from Break or Lunch are available.

■ OFF-LINE OPERATION

Using the system in an off-line mode allows you to use the time and attendance computer for other purposes. For remote sites, there is no need for expensive dedicated telephone lines. When information needs to be downloaded, just call the HandPunch's optional internal modem over a standard dial-up phone line.

■ DAYLIGHT SAVINGS

Specify the date and time for daylight savings to take effect and the HandPunch will automatically add or subtract one hour at the clock.

■ BELL SCHEDULE

The bell schedule allows the user to program the day, time and duration for a series of bell rings. These rings may be used to signal the start or end of a shift, lunch or a break.

■ OPERATIONAL BATTERY BACKUP

The system will accept punches for 2 to 3 hours after power is lost. All hand template data and reader setup data will be maintained for up to 5 years by the standard lithium battery backup internal to the HandPunch.

Note: Some time and attendance software packages may not have implemented all of these features in their interface software. Please check with your software vendor for details.

HANDPUNCH SPECIFICATIONS

SIZE:

6.46 in. (16.4 cm.) wide

8.25 in. (21.0 cm.) high

7.20 in. (18.5 cm.) deep

WEIGHT:

8 lbs. (3.6 Kg.)

COMMUNICATIONS:

RS485 (4 wire)

BAUD RATE:

300-9600

POWER:

12-14 VDC max allowable at 0.5A max.

13.6-13.8 VDC nominal operating

VERIFICATION TIME:

Less than 2 seconds, 1 second typical

CAPACITY:

Users - 256 standard, expandable to over 27,904

Transactions - 3,405 buffered

OPTIONS:

Internal modem

Outdoor version