

## Evaluation Kit Virtual TimeClock Basic, Pro & Network Editions

Virtual TimeClock is powerful, easy to use employee time clock software for your Mac and Windows computers. Whether you're looking for a punch clock replacement or want to get rid of hand written timesheets, you can start saving time and begin lowering your payroll costs today! This kit contains information that you'll find helpful while researching time and attendance software.



Have more questions? Contact us at 1-888-207-0005 or <http://www.redcort.com/contact>.

### What's In This Kit?

How will Virtual TimeClock save me time and money? .....	2
Which edition is right for me? .....	4
Can I try it out for free? .....	4
What if I need help? .....	5
How do I order? .....	5
Appendix .....	6
Virtual TimeClock Order Form	
Virtual TimeClock Feature Comparison	
Virtual TimeClock Sample Reports	

**Note:**

Program screenshots alternate between Mac and Windows editions of Virtual TimeClock 15. While your Virtual TimeClock software may look slightly different from a particular image, all controls and buttons are functionally the same.

## How will Virtual TimeClock save me time and money?

Virtual TimeClock takes the work out of your employee time and attendance tracking. In just a few minutes, Virtual TimeClock can begin simplifying your payroll, managing your labor costs, tracking your employee attendance, and organizing your business.

### Simplify payroll

Virtual TimeClock makes it easy to go from time clock to paycheck in a few simple steps. Integration with popular payroll programs eliminates data entry errors, while keeping your payroll processing accurate and hassle free. Quickly report total hours worked to your payroll company or accountant.

Payroll Summary (Page 1 of 1)

Refresh Save Print

Thursday, February 26, 2015 3:29 PM

**Payroll Summary**  
Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

Hourly Workers	Regular	Overtime	Leave	Total	User	Manager
Gerry, Elly	40.00	0.15		40.15	X	
Hopkinson, Fran	32.08		8.00	40.08		X
Livingston, Phil	39.92			39.92		X
Middleton, Art	40.00	0.20		40.20		X
Morris, Robert	39.97			39.97		X
Paulson, Logan	24.22		16.00	40.22		X
Read, George	40.00	0.15		40.15		X
Ross, Betsy	40.00	0.10		40.10		X
Thornton, Matt	39.98			39.98		X

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

### Manage labor costs

Virtual TimeClock enforces employee accountability by accurately recording every employee punch time. Use clock in and out rules to control unnecessary overtime and get the peace of mind that comes from knowing you're not underpaying or overpaying your employees.

User Status • 12:04 PM

File Edit View Actions Reports Help


Note Timecard Messaging

**Maggie Palmer**

Status: Out

Stopped: 5:02 PM

Date: Mon, Feb 17

 **Courtesy clock in before your shift starts?**  
I will start work when my shift begins at 2:00 PM.

## Track employee attendance

Virtual TimeClock allows you to easily track paid and unpaid holidays, vacation, sick leave, and personal time off. Instantly run reports to view remaining vacation days or late arrivals.

Friday, February 27, 2015 8:14 AM

**Late Arrival**

Redcort Software - Free Evaluation License (152 entries remain)  
Contact Redcort Software at (559) 434-8544 or support@redcort.com for assistance.

3/2/2015 - 3/6/2015

Name	Date	Shift Schedule	Arrival	Late
Gerry, Elly	3/2/2015	8:00 AM - 5:00 PM	8:03 AM	0:03
Hopkinson, Fran	3/2/2015	8:00 AM - 5:00 PM	8:01 AM	0:01
Hopkinson, Fran	3/4/2015	8:00 AM - 5:00 PM	8:04 AM	0:04
Hopkinson, Fran	3/6/2015	8:00 AM - 5:00 PM	8:03 AM	0:03
Livingston, Phil	3/3/2015	8:00 AM - 5:00 PM	8:02 AM	0:02
Middleton, Art	3/2/2015	8:00 AM - 5:00 PM	8:02 AM	0:02
Morris, Robert	3/3/2015	8:00 AM - 5:00 PM	8:05 AM	0:05
Morris, Robert	3/6/2015	8:00 AM - 5:00 PM	8:02 AM	0:02
Paulson, Logan	3/4/2015	8:00 AM - 5:00 PM	8:05 AM	0:05
Read, George	3/2/2015	8:00 AM - 5:00 PM	8:03 AM	0:03
Read, George	3/3/2015	8:00 AM - 5:00 PM	8:01 AM	0:01
Read, George	3/6/2015	8:00 AM - 5:00 PM	8:01 AM	0:01
Ross, Betsy	3/2/2015	8:00 AM - 5:00 PM	8:04 AM	0:04
Ross, Betsy	3/3/2015	8:00 AM - 5:00 PM	8:04 AM	0:04
Ross, Betsy	3/4/2015	8:00 AM - 5:00 PM	8:01 AM	0:01
Ross, Betsy	3/6/2015	8:00 AM - 5:00 PM	8:02 AM	0:02
Thornton, Matt	3/2/2015	8:00 AM - 5:00 PM	8:01 AM	0:01
Thornton, Matt	3/3/2015	8:00 AM - 5:00 PM	8:03 AM	0:03
Thornton, Matt	3/4/2015	8:00 AM - 5:00 PM	8:03 AM	0:03
Thornton, Matt	3/5/2015	8:00 AM - 5:00 PM	8:05 AM	0:05
Thornton, Matt	3/6/2015	8:00 AM - 5:00 PM	8:05 AM	0:05

## Organize your business

The in & out board gives you at-a-glance status of every worker. Employees can also login using a PIN or Passcode interface. Improve office communication by using built-in messaging as a simple post office or email system.

Virtual TimeClock Pro Administration • 4:04 PM

Entry Editor Add Entry Add Leave My Reports Export Payroll Approval Messaging Backup Configure

In	Name	Status	Date	Time	Elapsed	Msgs
✓	Adams, Pat	Graphics	Today	1:15 PM	2:49	1
	Garcia, Maggie	Out	Fri, Feb 6	5:01 PM		
☒	Harrison, Rachel	Paid Break	Today	3:45 PM	0:19	
✓	Jefferies, David	Graphics	Today	12:30 PM	3:34	
✓	Johnson, Andrew	Printing	Today	2:20 PM	1:44	1
☒	Krueger, Evalyn	Lunch	Today	3:00 PM	1:04	
	Michaels, Brandon	Out for the day	Today	3:00 PM		
✓	Paulson, Logan	Binding	Today	2:45 PM	1:19	1
✓	Spacher, Tyler	Printing	Today	3:45 PM	0:19	

Administration Mode Pat Adams (Administrator) TimeClock Users

## Which edition is right for me?

### Virtual TimeClock scales perfectly with your business

Virtual TimeClock is available in Basic, Pro, and Network Editions. The Basic Edition is perfect if you need an inexpensive time clock for a few employees. The Pro Edition adds accrued & used leave tracking, a report writer for customizing employee timecards, payroll integration, and unlimited employees. The Network Edition makes it easy to centrally manage employee hours and overtime on your computer network or at multiple locations using the Internet.

### Virtual TimeClock Basic Edition

Install the Basic Edition as a stand alone time clock when you need simple time clock features for up to (3) employees from a single computer.

### Virtual TimeClock Pro Edition

Install the Pro Edition as a stand alone time clock when you need advanced time clock features and unlimited employee access from a single computer.

### Virtual TimeClock Network Edition

Install the Network Edition when you need advanced time clock features and employee access from multiple computers. The Virtual TimeClock Server is designed to run securely as a background process and handles all the database processing. Pro and User Clients connect to the TimeClock Server over the network to provide time clock access. The Pro Client has administrative features, the User Client does not.



Check out the feature comparison in the appendix of this kit for a complete list of features for each edition of Virtual TimeClock.

## Can I try it out for free?

### Why a free trial?

Wouldn't it be great if we could take home all of our purchases and try them out before deciding if we wanted to pay for them? That's exactly what we do for you with our free time clock software trial.

### The real deal?

All the Virtual TimeClock downloads are fully functional for a generous evaluation period. Install Virtual TimeClock and use it with your own employees without risk or obligation.

### How free is free?

When Virtual TimeClock is installed without a license key, the software runs for 300 time clock entries without any restrictions (200 entries for the Basic Edition). The license is NOT time limited so you can take as long as you need to make sure Virtual TimeClock is the right fit for your business.

### Do I start over after the trial?

No. When you purchase a license, you simply enter your activation key and your free trial becomes your permanent time clock software. You can always try out the latest Virtual TimeClock release at <http://www.redcort.com/timeclock/free-timeclock-software-trial>.

## What if I need help?

### U.S. based technical support

Redcort Software provides world class technical support by telephone, email, and up-to-date online resources. Go to the **Help** menu and choose **Technical Support Resources** to contact a member of our technical support team. You can also reach us toll free at 1-888-207-0005.

### Introductory support

You will automatically receive 30 days of introductory support with your new software license.

### Annual support

Get the answers you need when you need them from our expert technical support team by enrolling your Pro and Network Edition licenses in our Software Maintenance and Support program. Annual enrollment in the program provides you with all new software upgrades and priority technical support.



Check out the order form in the appendix of this kit for enrollment details and pricing.

### Pay per call

If you need technical assistance, you can purchase a one-time support incident to get the help you need.

### Self help

A variety of self help options are available on our website. You can download training guides and documentation, view frequently asked questions, and search our current support blog.

## How do I order?

### Shop online anytime

Get pricing information and purchase securely online anytime at <http://www.redcort.com/store>. You'll receive a personal email from us with your software license keys when we've completed your order. If you'd rather place your order over the phone, give us a call at 1-888-207-0005 between 8AM and 5PM Pacific Time.

### Download your software immediately

If you're already using the free trial, then there's no new software you need to download unless you purchased a different edition than your free software trial. You can always download the latest Virtual TimeClock release from <http://www.redcort.com/download>.

### Do you offer discounts?

If you're a current Virtual TimeClock software user, contact us for an upgrade discount. We also offer discount pricing for multiple business locations, so just give us a call at 1-888-207-0005.



Check out the order form in the appendix of this kit for additional pricing details.

## Appendix

The following items can be found in the appendix of this kit:

- Virtual TimeClock Order Form
- Virtual TimeClock Feature Comparison
- Timecard Detail Report
- Timecard Summary Report
- Timecard Daily Report
- Payroll Summary
- Activity Detail Report
- Activity Summary Report
- Departmental Detail Report
- Departmental Summary Report
- Leave Detail Report
- Leave Summary Report
- Shift Detail Report
- Shift Summary Report
- Worker Leave Report
- Accrued and Used Leave Hours
- Contact List
- Current Status Report
- Late Arrival Report
- Telephone List
- User Profiles Report

# Virtual TimeClock<sup>®</sup>

(559) 434-8544 voice  
(559) 434-8577 fax

Company/Organization

Address/Department

City, State Zip Code

Telephone

Fax

Contact Name

Email

Qty.	Item	Price	Total
	Virtual TimeClock Basic	\$99	
	Virtual TimeClock Pro	\$195	
	Virtual TimeClock Network		
	Server + 1 Computer	\$295	
	Server + 2 Computers	\$365	
	Server + 3 Computers	\$435	
	Server + 5 Computers	5th Free! \$495	
	Server + 6 Computers	\$535	
	Server + 7 Computers	\$575	
	Server + 8 Computers	\$615	
	Server + 9 Computers	\$655	
	Server + 10 Computers	\$690	
	Server + 15 Computers	\$790	
	Server + 20 Computers	\$890	
	Server + 25 Computers	\$990	
	Server + 30 Computers	\$1,090	
	Server + 50 Computers	\$1,390	
	Server + 75 Computers	\$1,790	
	Server + Unlimited Computers	Single Location Site License \$2,290	
	Software Maintenance & Support	See Page 2	
<b>Total Order</b>			

Payment Method    VISA    MasterCard    AMEX    Discover    Check    Purchase Order #

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_

Name on Card \_\_\_\_\_ Security Code \_\_\_\_\_

Billing Address

Signature

## Software Maintenance & Support

### Overview

Redcort Software provides 30 days priority technical support with all new and upgrade license purchases. Software Maintenance & Support is an *optional program* for our Pro and Network software users that is designed to ensure the long term, economical operation of your software.

### Enrollment Benefits

- All software upgrades (typically 2 per year)
- Unlimited phone & email technical support
- Monthly 'Tips & Tricks Newsletter'
- Updates as needed to maintain OS compatibility
- Data recovery following hardware/system failures

### Service Standards

Redcort Software's technical support hours are Monday through Friday from 08:00 to 17:00 Pacific (excluding holidays). We work hard to keep phone based hold time at a minimum. Email based support response is normally within two business hours. Unusual or advanced support needs are normally resolved in one to two business days.

### Enrollment Pricing

We want all users to have the very best experience learning and using our software. This is especially important in the first year so enrollment is discounted 20-60% when purchased with your time clock software.

You may enroll within 30 days after purchase at the regular rate:

Qty.	Virtual TimeClock Edition	Purchase	Regular
1	Pro Edition	\$49	\$75
1	Server & up to 9 Computers	\$75	\$125
1	Server & 10 to 24 Computers	\$125	\$165
1	Server & 25 to 49 Computers	\$125	\$195
1	Server & 50 or more Computers	\$125	\$295
1	Site License	\$195	\$395

### Expired or Non Enrollment

Users who decline enrollment or renewal may purchase technical support and software upgrades any time. Current pricing is:

- 50% off software upgrades
- \$49 for each support or training incident



# Virtual TimeClock® Feature Comparison

Program	Virtual TimeClock Edition		
	Basic	Pro	Network
Retail Price	\$99	\$195	*
Maximum Employees	3	Unlimited	Unlimited
In/Out board shows current worker status	X	X	X
Customize user menus, toolbars and layout	X	X	X
Mac & Windows versions available	X	X	X
Encrypted SQL database	X	X	X
Create databases for multiple companies		X	X
Built-in messaging for worker communication		X	X
PIN and Passcode login options		X	X

\* Starting at \$295 (Discount packages available)

Time Tracking	Basic	Pro	Network
Record regular, daily & weekly overtime hours	X	X	X
Track salaried and hourly employees	X	X	X
Unlimited daily start & stop entries	X	X	X
Support for hours worked overnight	X	X	X
Define which day the work week begins	X	X	X
Weekly, biweekly, semi-monthly, monthly payroll	X	X	X
Maintain historical payroll periods	X	X	X
Add manual time clock entries	X	X	X
Modify timecard entries	X	X	X
Create different overtime rules for each employee		X	X
Track paid and unpaid activities, jobs or tasks		X	X
Limit paid activities to a designated threshold		X	X
Track paid and unpaid leave accrual, carryover and usage		X	X
Create unlimited custom leave categories		X	X
Limit paid leave to a designated threshold		X	X

Include paid leave in overtime calculations		X	X
Automatic time deductions for unpaid lunches		X	X
Track time spent on paid or unpaid worker breaks		X	X
Track paid or unpaid worker lunches		X	X
Set limits on paid worker breaks		X	X
Assign shifts to daily employee schedules		X	X
Prevent early employee clock in		X	X
Control late employee clock out		X	X
Manager override for shift violations		X	X
Automatic clock out after shift end time		X	X
Employee departure memos		X	X

### Employee Groups

	Basic	Pro	Network
View & manage workers by location		X	X
Assign a different display group to each time clock		X	X
Assign specific activities to groups		X	X
Assign unique departure memos to groups		X	X
Assign specific reports to groups		X	X
Assign managers to multiple groups		X	X
Assign a different login interface to each time clock		X	X

### Reports

	Basic	Pro	Network
Round time to the tenth or quarter hour	X	X	X
Display hours in decimal or time format	X	X	X
Report historical payroll periods	X	X	X
Timecard detail reports	X	X	X
Timecard summary reports		X	X
Departmental reports		X	X
Activity, job or task reports		X	X

Shift reports		X	X
Worker leave reports		X	X
Timecard notes for reporting tips, mileage, job details		X	X
Calculate gross wages for job costing		X	X
Apply shift differential when reporting gross wages		X	X
Accrued & used leave reports		X	X
Employee telephone list		X	X
Employee contact list		X	X
Employee profile report		X	X
Current worker status report		X	X
Late arrival report		X	X
Customizable timecard signature line		X	X
Optional supervisor signature line		X	X
Report Writer for creating & customizing reports		X	X

### Import / Export

	Basic	Pro	Network
Import new user information from QuickBooks or CSV		X	X
Export user information		X	X
Export hours and overtime to text files		X	X
Payroll integration with popular payroll systems		X	X

### Administration

	Basic	Pro	Network
Multi-level password protection	X	X	X
Separate user and manager security access settings	X	X	X
Single password administrative mode	X	X	X
Configuration Center centralizes setup & maintenance	X	X	X
Close payroll periods for historical reporting	X	X	X
Data backup and restore functions	X	X	X
Electronic timecard approval		X	X
Payroll approval dashboard		X	X

Schedule automatic data backups		X	X
Audit logging of all timecard modifications		X	X
Automatic logging of errors and messages		X	X
SQL database management tools		X	X
<b>Multiple Time Clock Stations</b>	<b>Basic</b>	<b>Pro</b>	<b>Network</b>
Zero configuration automatic networking			X
Multiple time clocks in one or more locations			X
Connect multiple locations via the Internet			X
Multiple time zone support			X
Centralized security, management & reports			X
Advanced client-server architecture			X
Reliable and fast TCP/IP communications			X
Server runs as a background service/daemon			X
Separate Server Manager program to easily manage server			X

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### Timecard Detail Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

**Gerry, Elly**

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Activity</u>	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Mon	3/2	8:03 AM	12:03 PM	Printing			4.00		
		12:03 PM	1:02 PM	Lunch	0.98				
		1:02 PM	4:58 PM	Printing			3.93		
		4:58 PM	5:02 PM	Binding			0.07		<b>8.00</b>
Tue	3/3	7:57 AM	12:07 PM	Delivery			4.17		
		12:07 PM	1:11 PM	Lunch	1.07				
		1:11 PM	5:02 PM	Binding			3.85		<b>8.02</b>
Wed	3/4	7:57 AM	11:48 AM	Printing			3.85		
		11:48 AM	12:45 PM	Lunch	0.95				
		12:45 PM	4:56 PM	Printing			4.18		
		4:56 PM	5:02 PM	Graphics			0.10		<b>8.13</b>
Thu	3/5	8:00 AM	12:17 PM	Printing			4.28		
		12:17 PM	1:22 PM	Lunch	1.08				
		1:22 PM	5:01 PM	Graphics			3.65		<b>7.93</b>
Fri	3/6	7:59 AM	11:54 AM	Binding			3.92		
		11:54 AM	12:52 PM	Lunch	0.97				
		12:52 PM	4:56 PM	Binding			4.00	0.07	
		4:56 PM	5:01 PM	Graphics				0.08	<b>8.07</b>
Week Ending 3/8/15					5.05		40.00	0.15	40.15
<b>Total Hours</b>					<b>5.05</b>		<b>40.00</b>	<b>0.15</b>	<b>40.15</b>

<b>Activity Summary</b>				
	Binding		11.83	0.07
	Delivery		4.17	4.17
	Graphics		3.75	0.08
	Lunch	5.05		
	Printing		20.25	20.25

<b>Leave Summary</b>				
	None			0.00

I certify that these hours are a true and accurate record of all time worked during the pay period.

\_\_\_\_\_  
Gerry, Elly

\_\_\_\_\_  
Date

### Timecard Summary Report

Redcort Software, Inc.  
 7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Gerry, Elly	5.05		40.00	0.15	40.15
Hopkinson, Fran	3.93	8.00	32.08		40.08
Livingston, Phil	5.33		39.92		39.92
Middleton, Art	5.02		40.00	0.20	40.20
Morris, Robert	5.03		39.97		39.97
Paulson, Logan	2.90	16.00	24.22		40.22
Read, George	4.98		40.00	0.15	40.15
Ross, Betsy	4.85		40.00	0.10	40.10
Thornton, Matt	4.82		39.98		39.98
<b>Total Hours For Report</b>	<b>41.92</b>	<b>24.00</b>	<b>336.17</b>	<b>0.60</b>	<b>360.77</b>

---

Supervisor

Date

### Timecard Daily Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

**Gerry, Elly**

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Activity</u>	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Mon	3/2	8:03 AM	12:03 PM				4:00		
		12:03 PM	1:02 PM	Lunch	0:59				
		1:02 PM	5:02 PM				4:00		<b>8:00</b>
Tue	3/3	7:57 AM	12:07 PM				4:10		
		12:07 PM	1:11 PM	Lunch	1:04				
		1:11 PM	5:02 PM				3:51		<b>8:01</b>
Wed	3/4	7:57 AM	11:48 AM				3:51		
		11:48 AM	12:45 PM	Lunch	0:57				
		12:45 PM	5:02 PM				4:17		<b>8:08</b>
Thu	3/5	8:00 AM	12:17 PM				4:17		
		12:17 PM	1:22 PM	Lunch	1:05				
		1:22 PM	5:01 PM				3:39		<b>7:56</b>
Fri	3/6	7:59 AM	11:54 AM				3:55		
		11:54 AM	12:52 PM	Lunch	0:58				
		12:52 PM	5:01 PM				4:00	0:09	<b>8:04</b>
Week Ending 3/8/15							40:00	0:09	40:09
<b>Total Hours</b>							<b>40:00</b>	<b>0:09</b>	<b>40:09</b>

**Activity Summary**

Binding		11:50	0:04	11:54
Delivery		4:10		4:10
Graphics		3:45	0:05	3:50
Lunch	5:03			
Printing		20:15		20:15

**Leave Summary**

None				0:00
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I certify that these hours are a true and accurate record of all time worked during the pay period.

\_\_\_\_\_  
Gerry, Elly

\_\_\_\_\_  
Date

**Payroll Summary**

Redcort Software, Inc.  
 7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

<u>Hourly Workers</u>	<u>Regular</u>	<u>Overtime</u>	<u>Leave</u>	<u>Total</u>	<u>User</u>	<u>Manager</u>
Gerry, Elly	40.00	0.15		40.15		X
Hopkinson, Fran	32.08		8.00	40.08		X
Livingston, Phil	39.92			39.92		X
Middleton, Art	40.00	0.20		40.20		X
Morris, Robert	39.97			39.97		X
Paulson, Logan	24.22		16.00	40.22		X
Read, George	40.00	0.15		40.15		X
Ross, Betsy	40.00	0.10		40.10		X
Thornton, Matt	39.98			39.98		X

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Authorized Signature

---

Date



### Activity Detail Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

#### Binding

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Name</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Mon	3/2	8:02 AM	11:52 AM	Art Middleton	3.83		
		12:50 PM	4:57 PM	Fran Hopkinson	4.12		
		12:57 PM	5:01 PM	George Read	4.07		
		4:58 PM	5:02 PM	Elly Gerry	0.07		
		4:59 PM	5:01 PM	Betsy Ross	0.03		<b>12.12</b>
Tue	3/3	8:03 AM	12:03 PM	Matt Thornton	4.00		
		8:05 AM	11:57 AM	Robert Morris	3.87		
		1:02 PM	4:57 PM	Matt Thornton	3.92		
		1:11 PM	5:02 PM	Elly Gerry	3.85		<b>15.63</b>
Wed	3/4	8:01 AM	11:55 AM	Betsy Ross	3.90		
		8:04 AM	12:08 PM	Fran Hopkinson	4.07		
		8:05 AM	11:53 AM	Logan Paulson	3.80		
		12:45 PM	5:01 PM	Phil Livingston	4.27		
		12:50 PM	5:00 PM	Betsy Ross	4.17		<b>20.20</b>
Thu	3/5	7:58 AM	12:13 PM	Art Middleton	4.25		
		7:59 AM	11:48 AM	Fran Hopkinson	3.82		<b>8.07</b>
Fri	3/6	7:59 AM	11:54 AM	Elly Gerry	3.92		
		8:02 AM	11:51 AM	Betsy Ross	3.82		
		12:52 PM	4:56 PM	Elly Gerry	4.00	0.07	
		12:54 PM	5:03 PM	Betsy Ross	4.05	0.10	
		12:56 PM	5:03 PM	Art Middleton	3.92	0.20	
		1:02 PM	5:01 PM	Matt Thornton	3.98		<b>24.05</b>
Week Ending 3/8/15					79.70	0.37	80.07
<b>Total Hours</b>					<b>79.70</b>	<b>0.37</b>	<b>80.07</b>

### Activity Summary Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

		<u>Unpaid</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
<b>Binding</b>					
Person Summary	Gerry, Elly		11.83	0.07	11.90
	Hopkinson, Fran		12.00		12.00
	Livingston, Phil		4.27		4.27
	Middleton, Art		12.00	0.20	12.20
	Morris, Robert		3.87		3.87
	Paulson, Logan		3.80		3.80
	Read, George		4.07		4.07
	Ross, Betsy		15.97	0.10	16.07
	Thornton, Matt		11.90		11.90
Total Hours			79.70	0.37	80.07
<b>Delivery</b>					
Person Summary	Gerry, Elly		4.17		4.17
	Hopkinson, Fran		12.18		12.18
	Livingston, Phil		15.87		15.87
	Middleton, Art		8.12		8.12
	Morris, Robert		12.43		12.43
	Paulson, Logan		8.55		8.55
	Read, George		11.98		11.98
	Ross, Betsy		3.78		3.78
	Thornton, Matt		8.00		8.00
Total Hours			85.08		85.08
<b>Graphics</b>					
Person Summary	Gerry, Elly		3.75	0.08	3.83
	Hopkinson, Fran		3.98		3.98
	Livingston, Phil		8.13		8.13
	Middleton, Art		7.75		7.75
	Morris, Robert		15.82		15.82
	Paulson, Logan		3.72		3.72
	Read, George		4.02		4.02
	Ross, Betsy		12.32		12.32
	Thornton, Matt		4.17		4.17
Total Hours			63.65	0.08	63.73
<b>Lunch</b>					
Person Summary	Gerry, Elly	5.05			
	Hopkinson, Fran	3.93			
	Livingston, Phil	5.33			
	Middleton, Art	5.02			
	Morris, Robert	5.03			
	Paulson, Logan	2.90			
	Read, George	4.98			

### Departmental Detail Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

**Admin**

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Name</u>	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Mon	3/2	7:59 AM	11:49 AM	Robert Morris			3:50		
		8:01 AM	11:55 AM	Matt Thornton			3:54		
		11:49 AM	12:48 PM	Robert Morris	0:59				
		11:55 AM	12:54 PM	Matt Thornton	0:59				
		12:48 PM	4:57 PM	Robert Morris			4:09		
		12:54 PM	5:01 PM	Matt Thornton			4:07		
		4:57 PM	5:00 PM	Robert Morris			0:03		<b>16:03</b>
Tue	3/3	8:03 AM	12:03 PM	Matt Thornton			4:00		
		8:05 AM	11:57 AM	Robert Morris			3:52		
		11:57 AM	12:53 PM	Robert Morris	0:56				
		12:03 PM	1:02 PM	Matt Thornton	0:59				
		12:53 PM	4:59 PM	Robert Morris			4:06		
		1:02 PM	4:57 PM	Matt Thornton			3:55		
		4:57 PM	5:00 PM	Matt Thornton			0:03		
4:59 PM	5:03 PM	Robert Morris			0:04		<b>16:00</b>		
Wed	3/4	7:59 AM	12:13 PM	Robert Morris			4:14		
		8:03 AM	12:06 PM	Matt Thornton			4:03		
		12:06 PM	1:04 PM	Matt Thornton	0:58				
		12:13 PM	1:15 PM	Robert Morris	1:02				
		1:04 PM	5:03 PM	Matt Thornton			3:59		
		1:15 PM	5:02 PM	Robert Morris			3:47		<b>16:03</b>
Thu	3/5	8:00 AM	12:08 PM	Robert Morris			4:08		
		8:05 AM	12:06 PM	Matt Thornton			4:01		
		12:06 PM	1:01 PM	Matt Thornton	0:55				
		12:08 PM	1:13 PM	Robert Morris	1:05				
		1:01 PM	5:00 PM	Matt Thornton			3:59		
		1:13 PM	5:00 PM	Robert Morris			3:47		<b>15:55</b>
Fri	3/6	8:02 AM	12:21 PM	Robert Morris			4:19		
		8:05 AM	12:04 PM	Matt Thornton			3:59		
		12:04 PM	1:02 PM	Matt Thornton	0:58				
		12:21 PM	1:21 PM	Robert Morris	1:00				
		1:02 PM	5:01 PM	Matt Thornton			3:59		
		1:21 PM	5:00 PM	Robert Morris			3:39		<b>15:56</b>
Week Ending 3/8/15					9:51		79:57		79:57
<b>Total Hours</b>					<b>9:51</b>		<b>79:57</b>		<b>79:57</b>

### Departmental Summary Report

Redcort Software, Inc.  
 7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Admin	9:51		79:57		79:57
Production	22:02	24:00	176:13	0:18	200:31
Sales	10:02		80:00	0:18	80:18
<b>Total Hours For Report</b>	<b>41:55</b>	<b>24:00</b>	<b>336:10</b>	<b>0:36</b>	<b>360:46</b>

### Leave Detail Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

#### Sick Leave

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Name</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Tue	3/3			Fran Hopkinson Excused! Matt T.	8:00			<b>8:00</b>
Week Ending 3/8/15					8:00			8:00
<b>Total Hours</b>					<b>8:00</b>			<b>8:00</b>

#### Vacation

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Name</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Thu	3/5			Logan Paulson Approved! Matt T.	8:00			<b>8:00</b>
Fri	3/6			Logan Paulson Approved! Matt T.	8:00			<b>8:00</b>
Week Ending 3/8/15					16:00			16:00
<b>Total Hours</b>					<b>16:00</b>			<b>16:00</b>

### Leave Summary Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

	3/2/15 - 3/8/15			
	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Sick Leave	8:00			8:00
Vacation	16:00			16:00
<b>Total Hours For Report</b>	<b>24:00</b>			<b>24:00</b>

### Shift Detail Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

#### Days (8AM-5PM)

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Name</u>	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Mon	3/2	7:57 AM	12:11 PM	Phil Livingston			4:14		
		7:57 AM	11:53 AM	Logan Paulson			3:56		
		7:59 AM	11:49 AM	Robert Morris			3:50		
		8:01 AM	11:55 AM	Fran Hopkinson			3:54		
		8:01 AM	11:55 AM	Matt Thornton			3:54		
		8:02 AM	11:52 AM	Art Middleton			3:50		
		8:03 AM	12:03 PM	Elly Gerry			4:00		
		8:03 AM	11:58 AM	George Read			3:55		
		8:04 AM	11:50 AM	Betsy Ross			3:46		
		11:49 AM	12:48 PM	Robert Morris	0:59				
		11:50 AM	12:49 PM	Betsy Ross	0:59				
		11:52 AM	12:49 PM	Art Middleton	0:57				
		11:53 AM	12:49 PM	Logan Paulson	0:56				
		11:55 AM	12:50 PM	Fran Hopkinson	0:55				
		11:55 AM	12:54 PM	Matt Thornton	0:59				
		11:58 AM	12:57 PM	George Read	0:59				
		12:03 PM	1:02 PM	Elly Gerry	0:59				
		12:11 PM	1:15 PM	Phil Livingston	1:04				
		12:48 PM	4:57 PM	Robert Morris			4:09		
		12:49 PM	5:03 PM	Art Middleton			4:14		
		12:49 PM	4:57 PM	Logan Paulson			4:08		
		12:49 PM	4:59 PM	Betsy Ross			4:10		
		12:50 PM	4:57 PM	Fran Hopkinson			4:07		
		12:54 PM	5:01 PM	Matt Thornton			4:07		
		12:57 PM	5:01 PM	George Read			4:04		
		1:02 PM	4:58 PM	Elly Gerry			3:56		
		1:15 PM	5:03 PM	Phil Livingston			3:48		
		4:57 PM	5:00 PM	Fran Hopkinson			0:03		
		4:57 PM	5:00 PM	Robert Morris			0:03		
		4:57 PM	5:03 PM	Logan Paulson			0:06		
		4:58 PM	5:02 PM	Elly Gerry			0:04		
		4:59 PM	5:01 PM	Betsy Ross			0:02		<b>72:20</b>
Tue	3/3			Fran Hopkinson		8:00			
				Excused! Matt T.					
		7:56 AM	12:21 PM	Logan Paulson			4:25		
		7:57 AM	12:07 PM	Elly Gerry			4:10		
		7:59 AM	12:05 PM	Art Middleton			4:06		
		8:01 AM	12:07 PM	George Read			4:06		
		8:02 AM	12:24 PM	Phil Livingston			4:22		
		8:03 AM	12:03 PM	Matt Thornton			4:00		
		8:04 AM	11:49 AM	Betsy Ross			3:45		
		8:05 AM	11:57 AM	Robert Morris			3:52		

### Shift Summary Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

	<u>Unpaid</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Days (8AM-5PM)	41:55	24:00	336:10	0:36	360:46
<b>Total Hours For Report</b>	<b>41:55</b>	<b>24:00</b>	<b>336:10</b>	<b>0:36</b>	<b>360:46</b>



### Worker Leave Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

#### Hopkinson, Fran

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Activity</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Tue	3/3			Sick Leave Excused! Matt T.	8:00			8:00
<b>Total Hours</b>					<b>8:00</b>			<b>8:00</b>

#### Paulson, Logan

<u>Day</u>	<u>Date</u>	<u>Start</u>	<u>Stop</u>	<u>Activity</u>	<u>Leave</u>	<u>Regular</u>	<u>Weekly OT</u>	<u>Total Paid</u>
Thu	3/5			Vacation Approved! Matt T.	8:00			8:00
Fri	3/6			Vacation Approved! Matt T.	8:00			8:00
<b>Total Hours</b>					<b>16:00</b>			<b>16:00</b>

**Accrued and Used Leave Hours**

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

	<u>Accrual Period</u>	<u>Accrual Description</u>	<u>Accrued Hrs.</u>	<u>Used Hrs.</u>	<u>Carryover</u>	<u>Balance</u>
<b>Elly Gerry</b>						
Holiday	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	0.00	40.00
Sick Leave	1/1/15 - 2/26/15	1 months @ 2.0 hrs/mo	2.00	0.00	0.00	2.00
Vacation	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	0.00	40.00
<b>Fran Hopkinson</b>						
Holiday	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	0.00	40.00
Sick Leave	1/1/15 - 2/26/15	1 months @ 2.0 hrs/mo	2.00	0.00	0.00	2.00
Vacation	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	0.00	40.00
<b>Phil Livingston</b>						
Holiday	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	0.00	40.00
Sick Leave	1/1/15 - 2/26/15	1 months @ 3.33333 hrs/mo	3.33	0.00	0.00	3.33
Vacation	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	0.00	40.00
<b>Art Middleton</b>						
Holiday	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	0.00	40.00
Sick Leave	1/1/15 - 2/26/15	1 months @ 2.0 hrs/mo	2.00	0.00	0.00	2.00
Vacation	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	0.00	40.00
<b>Robert Morris</b>						
Holiday	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	0.00	40.00
Sick Leave	1/1/15 - 2/26/15	1 months @ 3.33333 hrs/mo	3.33	0.00	0.00	3.33
Vacation	1/1/15 - 2/26/15	80 hours annually	80.00	0.00	0.00	80.00
<b>Logan Paulson</b>						
Holiday	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	0.00	40.00
Sick Leave	1/1/15 - 2/26/15	1 months @ 2.0 hrs/mo	2.00	0.00	0.00	2.00
Vacation	1/1/15 - 2/26/15	40 hours annually	40.00	0.00	24.00	64.00
<b>George Read</b>						

**Contact List**

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

<u>Name</u>	<u>Address</u>	<u>Other Contact</u>	<u>Dept./Extension</u>	<u>Home/Cell Phone</u>
Gerry, Elly	321 N. Cedar Avenue Clovis, CA 93612	Mike 298-2541	Sales Ext. 111	454-9632
Hopkinson, Fran	1456 Beverly Avenue Clovis, CA 93611	Jeff 706-8852	Production Ext. 112	457-1478
Livingston, Phil	336 Pinenut Avenue Woodward Park, CA 93720	707-9825	Production Ext. 112	456-9812
Middleton, Art	1456 Elm Avenue Clovis, CA 93611	706-8852	Production Ext. 112	457-1478
Morris, Robert	1114 Quincy Street Fresno, CA 93721	298-6125	Admin Ext. 114	455-1235
Paulson, Logan	48 Main Street Fresno, CA 93704	360-3285	Production Ext. 112	454-2582
Read, George	123 Redwood Street Fresno, CA 93710	Jane 289-3214	Sales Ext. 110	456-7890 906-2109
Ross, Betsy	911 Pine Circle Fresno, CA 93711	289-8992	Production Ext. 112	456-3571
Thornton, Matt	46 S. Armstong St Woodward Park, CA 93720	307-2525	Admin Ext. 113	454-1234 906-3108

### Current Status Report

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

<u>Clocked Out</u>	<u>Status</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>
Gerry, Elly	Appt. - Back by 6:00	Thu	12/31/15	5:00 PM
Hopkinson, Fran	Out for the day	Thu	12/31/15	5:00 PM
Livingston, Phil	Out for the day	Thu	12/31/15	5:02 PM
Middleton, Art	Out	Thu	12/31/15	5:03 PM
Morris, Robert	On Vacation	Thu	12/31/15	5:00 PM
Paulson, Logan	Out	Thu	12/31/15	5:00 PM
Read, George	Out for the day	Thu	12/31/15	5:01 PM
Ross, Betsy	Out	Thu	12/31/15	5:00 PM
Thornton, Matt	Out	Thu	12/31/15	5:01 PM

**Late Arrival**

Redcort Software, Inc.  
 7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

3/2/15 - 3/8/15

<u>Name</u>	<u>Date</u>	<u>Shift Schedule</u>	<u>Arrival</u>	<u>Late</u>
Gerry, Elly	3/2/15	8:00 AM - 5:00 PM	8:03 AM	0:03
Hopkinson, Fran	3/2/15	8:00 AM - 5:00 PM	8:01 AM	0:01
Hopkinson, Fran	3/4/15	8:00 AM - 5:00 PM	8:04 AM	0:04
Hopkinson, Fran	3/6/15	8:00 AM - 5:00 PM	8:03 AM	0:03
Livingston, Phil	3/3/15	8:00 AM - 5:00 PM	8:02 AM	0:02
Middleton, Art	3/2/15	8:00 AM - 5:00 PM	8:02 AM	0:02
Morris, Robert	3/3/15	8:00 AM - 5:00 PM	8:05 AM	0:05
Morris, Robert	3/6/15	8:00 AM - 5:00 PM	8:02 AM	0:02
Paulson, Logan	3/4/15	8:00 AM - 5:00 PM	8:05 AM	0:05
Read, George	3/2/15	8:00 AM - 5:00 PM	8:03 AM	0:03
Read, George	3/3/15	8:00 AM - 5:00 PM	8:01 AM	0:01
Read, George	3/6/15	8:00 AM - 5:00 PM	8:01 AM	0:01
Ross, Betsy	3/2/15	8:00 AM - 5:00 PM	8:04 AM	0:04
Ross, Betsy	3/3/15	8:00 AM - 5:00 PM	8:04 AM	0:04
Ross, Betsy	3/4/15	8:00 AM - 5:00 PM	8:01 AM	0:01
Ross, Betsy	3/6/15	8:00 AM - 5:00 PM	8:02 AM	0:02
Thornton, Matt	3/2/15	8:00 AM - 5:00 PM	8:01 AM	0:01
Thornton, Matt	3/3/15	8:00 AM - 5:00 PM	8:03 AM	0:03
Thornton, Matt	3/4/15	8:00 AM - 5:00 PM	8:03 AM	0:03
Thornton, Matt	3/5/15	8:00 AM - 5:00 PM	8:05 AM	0:05
Thornton, Matt	3/6/15	8:00 AM - 5:00 PM	8:05 AM	0:05

### Telephone List

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

<u>Name</u>	<u>Address</u>	<u>Cell Phone</u>	<u>Home Phone</u>
Gerry, Elly	321 N. Cedar Avenue Clovis, CA 93612		454-9632
Hopkinson, Fran	1456 Beverly Avenue Clovis, CA 93611		457-1478
Livingston, Phil	336 Pinenut Avenue Woodward Park, CA 9372		456-9812
Middleton, Art	1456 Elm Avenue Clovis, CA 93611		457-1478
Morris, Robert	1114 Quincy Street Fresno, CA 93721		455-1235
Paulson, Logan	48 Main Street Fresno, CA 93704		454-2582
Read, George	123 Redwood Street Fresno, CA 93710	906-2109	456-7890
Ross, Betsy	911 Pine Circle Fresno, CA 93711		456-3571
Thornton, Matt	46 S. Armstong St Woodward Park, CA 93720	906-3108	454-1234

### User Profiles

Redcort Software, Inc.  
7600 N. Ingram Avenue, Suite 131 Fresno, CA 93711

	<u>Number/Dept./Ext.</u>	<u>Status/Hired/Left</u>	<u>SSN/Wage/Administration</u>	<u>Home/Mobile/Emergencies</u>
<b>Gerry, Elly</b> 321 N. Cedar Avenue Clovis, CA 93612	S-01 Sales 111	User 9/25/07 --	123-45-6785 \$14.00/hr. Full-Time No	<b>454-9632</b>  298-2541 (Mike)
<b>Hopkinson, Fran</b> 1456 Beverly Avenue Clovis, CA 93611	P-04 Production 112	User 1/4/08 --	123-45-6787 \$15.25/hr. Full-Time No	<b>457-1478</b>  706-8852 (Jeff)
<b>Livingston, Phil</b> 336 Pinenut Avenue Woodward Park, CA 93720	P-02 Production 112	User 5/23/06 --	123-45-6783 \$6.75/hr. Full-Time No	<b>456-9812</b>  707-9825
<b>Middleton, Art</b> 1456 Elm Avenue Clovis, CA 93611	P-03 Production 112	User 11/7/07 --	123-45-6786 \$8.75/hr. Full-Time No	<b>457-1478</b>  706-8852
<b>Morris, Robert</b> 1114 Quincy Street Fresno, CA 93721	A-01 Admin 114	User 4/19/05 --	123-45-6782 \$10.00/hr. Full-Time No	<b>455-1235</b>  298-6125
<b>Paulson, Logan</b> 48 Main Street Fresno, CA 93704	P-01 Production 112	User 6/15/02 --	123-45-6781 \$7.75/hr. Full-Time No	<b>454-2582</b>  360-3285
<b>Read, George</b> 123 Redwood Street Fresno, CA 93710	S-02 Sales 110	Administrator 2/18/09 --	123-45-6789 \$7.25/hr. Full-Time Administrator	<b>456-7890</b> 906-2109 289-3214 (Jane)