

MJR-8500 SERIES

COMPUTERIZED TIME RECORDER

PROGRAM / USER'S MANUAL



AMANO CINCINNATI INC.

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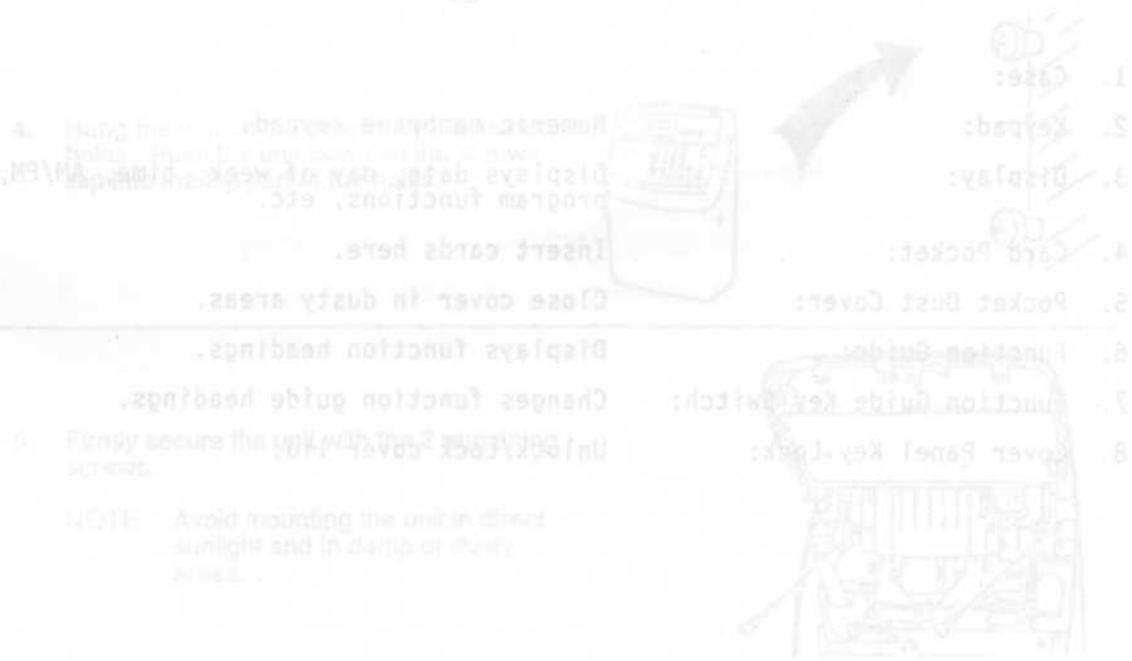
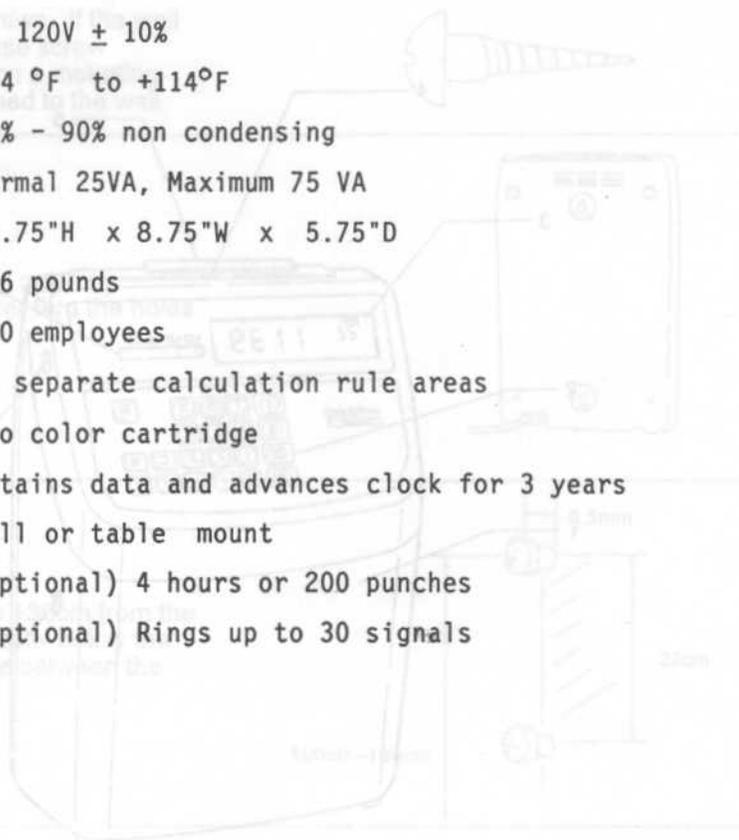
INSTALLATION

GENERAL

SPECIFICATIONS

HARDWARE DIAGRAM

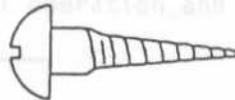
- Power Supply : AC 120V \pm 10%
- Ambient Temperature: +14 °F to +114°F
- Humidity : 20% - 90% non condensing
- Power Consumption : Normal 25VA, Maximum 75 VA
- Dimensions : 12.75"H x 8.75"W x 5.75"D
- Weight : 8.6 pounds
- Employee Capacity : 100 employees
- Calculation Rules : 10 separate calculation rule areas
- Ribbon : Two color cartridge
- Battery Back Up : Retains data and advances clock for 3 years
- Mounting : Wall or table mount
- Full Power Reserve : (Optional) 4 hours or 200 punches
- Signals : (Optional) Rings up to 30 signals



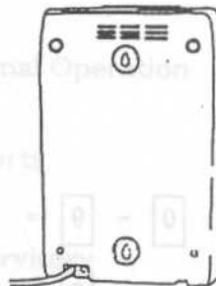
INSTALLATION

WALL MOUNTING

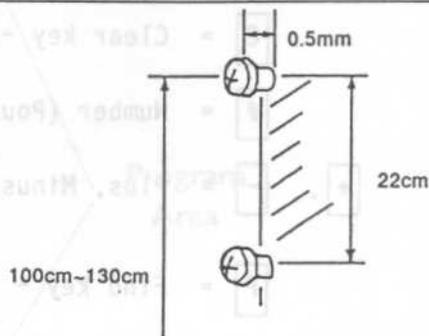
1. Mount by using 4 wood screws. If the wall is made of a soft material use screw anchors or mount the unit on a mounting plate that is securely fastened to the wall.



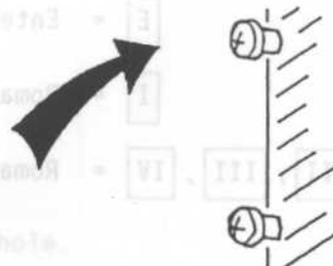
2. Knock out the two mounting holes by pushing a philips screwdriver thru the holes from the inside of the unit.



3. Mount one screw 100cm to 130cm from the floor and another 22cm directly below the first. Leave a 0.5mm space between the wall and the screwheads.

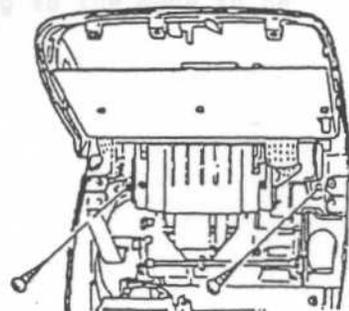


4. Hang the unit on the screws by the slotted holes. Push the unit down so the screws slip into the top part of the holes.



5. Firmly secure the unit with the 2 remaining screws.

NOTE: Avoid mounting the unit in direct sunlight and in damp or dusty areas.



INSTALLATION

GETTING STARTED

KEYPAD

There are 10 numeric keys and 11 additional keys on the membrane keypad.

I	7	8	9		
II	4	5	6		
III	1	2	3	C	#
IV	0	+	-	F	E

0 - 9 = Numeric keys - Used to input data.

R = Reset key - Used to reset display after an error code.

C = Clear key - Clears data incorrectly entered from keypad.

= Number (Pound) key - Used to advance to next program step.

+, **-** = Plus, Minus Keys - Used for adding or subtracting hours when making data corrections.

F = Find key - Locate a specific address number by pressing "F", entering in the address number, followed by "#".

E = Enter key - Saves program data and employee data.

I = Roman Numeral I key - Used as a paid break key and to select program areas.

II, **III**, **IV** = Roman Numeral keys - Used to select program areas.



GETTING STARTED

SAMPLE CARDS - REPORT CARD

The report card is used for all reports and lists.

MJR SERIES
REPORT CARD

ACCUMULATED HOURS REPORT (CURRENT)
1992 7-31 18:46 PAGE- 0

CARD NO.	TOTAL	REG.	OT-A	OT-B
010	46:15	31:45	14:30	0:00
011	50:45	40:00	10:45	0:00
012	48:30	39:30	9:00	0:00
013	46:30	39:30	7:00	0:00
014	41:00	39:30	1:30	0:00
015	37:00	35:30	1:30	0:00
016	43:00	35:30	7:30	0:00
017	44:15	35:30	8:45	0:00
018	41:30	27:45	13:45	0:00
019	40:00	35:45	4:15	0:00
020	83:29	74:47	0:00	8:42
021	81:48	75:48	0:00	6:00
022	82:59	63:30	4:47	14:42
023	79:37	71:20	8:17	0:00
024	70:57	56:15	8:42	6:00
025	75:14	63:14	0:00	12:00
026	83:03	67:04	7:17	8:42
027	76:54	53:07	3:05	20:42
028	76:20	53:07	2:31	20:42
029	66:48	58:06	0:00	8:42
20 EMP.	1215:54	996:33	113:09	106:12



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MJR SERIES
REPORT CARD

CALCULATION RULE ASSIGNMENT LIST
1992 9-19 13:06 PAGE- 0

CARD NO.	CALC RULE	CARD NO.	CALC RULE
000	0	001	0
002	0	003	0
004	0	005	0
006	0	007	0
008	0	009	0
010	1	011	1
012	1	013	1
014	1	015	1
016	1	017	1
018	1	019	1
020	2	021	2
022	2	023	2
024	2	025	2
026	2	027	2
028	2	029	2
030	3	031	3
032	3	033	3
034	3	035	3
036	3	037	3
038	3	039	3
040	4	041	4
042	4	043	4
044	4	045	4
046	4	047	4
048	4	049	4



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GETTING STARTED

SAMPLE CARDS - PROGRAM CHECK CARD

The Program check card is used when performing the program print out. One copy of the program print out should be kept with the clock and another should be given to the Amano Representative.

**MJR SERIES
PROGRAM CHECK CARD**

**MJR SERIES
PROGRAM CHECK CARD**

LIST P00 1992 7-31 19:01 SUM 1800

F-3-II GENERAL

0	404	1031		
1	0			
2	1	0	0	
3	101	219	704	903
7	1122	1123	1225	715
11	831	725	0	0
15	0	0	0	0

F-3-III SIGNALS

0	24				
1	12345	755	5	800	
3		5	1200	5	1230
5	0	0	0	0	
7	0	0	0	0	
9	0	0	0	0	
11	0	0	0	0	
13	0	0	0	0	
15	0	0	0	0	
17	0	0	0	0	
19	0	0	0	0	
21	0	0	0	0	
23	0	0	0	0	
25	0	0	0	0	
27	0	0	0	0	
29	0	0	0	0	

LIST P01 1992 7-31 19:02 SUM 1800

F-4-1	CALC.	RULE	AREA 0		
0	1	7	853	856	
1	800	1200			
2	4000	4800			
3	15	8	8		
4	15				
5	6	7	0		
6	0	100			
7	600	30			
8	0	0			
9	0	15	5		
10	1	830	900	2	1700 1715
12	3	1231	1245	0	0 0
14	0	0	0	0	0 0
16	0	0	0	0	0 0
18	0	0	0	0	0 0
20	0	0	0	0	0 0
22	0	0	0	0	0 0
24	0	0	0	0	0 0
26	0	0	0	0	0 0
28	0	0	0	0	0 0
30	0	0	0	0	0 0
32	0	0	0	0	0 0
34	0	0	0	0	0 0
36	0	0	0	0	0 0
38	0	0	0	0	0 0
40	0	0	0	0	0 0
42	0	0	0	0	0 0
44	0	0	0	0	0 0
46	0	0	0	0	0 0
48	0	0	0	0	0 0



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GETTING STARTED

OVERVIEW - ENTERING IN DATA

1. Selections to clock areas are made by using the key to turn the function guide to the desired function row and entering the corresponding Roman numeral for the selected area. Each program area uses address numbers and step numbers. The step number is the area within an address number where specific data is entered to tell the clock how to operate. The address number tells the MJR-8500 where this specific data is to be stored in memory.
2. There are different types of specific data that can be entered in a step number. These types appear in the Program Codes and Descriptions column of each program chart.
 - a) Code Numbers - Enter a code number that corresponds to the given value. (Example: 0 = Weekly where 0 is the code number which is entered into the step number).
 - b) Dates - A year or a month and date is entered into the step number. (Example: 1992 for the year, 1225 for the month and date)
 - c) Hours - All hours must be entered in military hours (0000 - 2359)
 - d) Minutes - All minutes must be entered in regular minutes (00 - 60) regardless of how the clock is set up to display and print the hours.
EXCEPTION: If the clock is set up to print in hundredth hours then you must enter hundredth hours when making data corrections.
3. Programming of days (Monday through Sunday) will be in numeric codes as follows:

1	Monday	6	Saturday
2	Tuesday	7	Sunday
3	Wednesday	8	Monday through Friday
4	Thursday	9	Monday through Sunday
5	Friday			
4. Each program area has an address number that will appear in the upper left corner of the display with the step number directly beneath it.
 - a) Enter the data followed by the '#' key to advance to the next step or address number.
 - b) To clear data in the display, press the 'C' key before pressing the '#' key. The data will then return to the original data.
 - c) At the completion of a program area, press the 'E' key to save the data into memory.

GETTING STARTED

INITIALIZATION

Before you begin using the MJR-8500 you need to clear the memory by initializing the clock.

1. Plug the AC cord into an outlet. The printer will move back and forth and the display will show a time or the error code 8-80.
2. Turn the function guide to row 7 and press the **IV** key to access the maintenance area.
3. There are 5 initialization codes available for clearing the memory in the clock. You can clear all of the memory, program data only, employee hours data and employee calculation rule assignments and holiday hours assignments.

a) CLEAR ALL MEMORY: This operation should be performed before you begin using the clock for the first time.

- Press '32 # 64 #'

- Turn the function guide back to the normal position.

b) CLEAR PROGRAMMED DATA ONLY: This operation will clear all program data.

- Press '31 # 99 #'

- Turn the function guide back to the normal position.

c) CLEAR EMPLOYEE HOURS DATA ONLY: This operation will clear all employee data files.

- Press '30 # 88 #'

- Turn the function guide back to the normal position.

d) CLEAR CALCULATION RULE ASSIGNMENT DATA ONLY: This operation clears all the employee calculation rule assignments.

- Press '20 # 66 #'

- Turn the function guide back to the normal position.

e) CLEAR HOLIDAY HOURS ASSIGNMENT DATA ONLY: This operation clears all the employee holiday hour assignments.

- Press '21 # 77 #'

- Turn the function guide back to the normal position.

PROGRAM MANUAL

CLOCK AND CALENDAR PROGRAMMING AREA

- TO ENTER PROGRAM AREA - TURN THE FUNCTION GUIDE

TO ROW 3 AND PRESS

I

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
000 1	1 9 9 2 #	Calendar Year (YYYY)
2	4 3 0 #	Month and Date (MMDD)
3	1 5 2 8 #	Hour and Minute (24 hour format - HHMM)

The display will return to the F-3 function menu and the data will be saved.

- Turn function guide back to "NORMAL" mode.

PROGRAM MANUAL

GENERAL PROGRAMMING AREA

- TO ENTER PROGRAM AREA - TURN THE FUNCTION GUIDE

TO ROW 3 AND PRESS II

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
000 1	4 0 4 #	Date Daylight Saving Time Begins (Ex: April 4)
2	1 0 3 1 #	Date Daylight Saving Time Ends (Ex: October 31)
001 1		0 # Machine Number 0 - 9 : Time Cards No. 000-099, enter 0 Time Cards No. 100-199, enter 1 Time Cards No. 200-299, enter 2 : : : : Time Cards No. 900-999, enter 9
002 1	1 #	Imprint of hours for IN/OUT times: 0 = 0-23 Hour format (military time) 1 = 1-12/1-12 AM/PM Hours
2	0 #	Imprint of accumulated minutes: 0 = Regular minutes (00-59) 1 = 1/100 of hour (00-98)
3	0 #	Printing of Day of week: 0 : English days 3 : Spanish days 1 : French days 4 : Italian days 2 : German days 5 : Day numbers
003 1	1 0 1 #	Month and Date of Holiday (Jan. 1st)
004 1	2 1 9 #	Month and Date of Holiday (Feb. 19th)
005 1	7 0 4 #	Month and Date of Holiday (July 4th)
006 1	9 0 3 #	Month and Date of Holiday (Sep. 3rd)
007 1	1 1 2 2 #	Month and Date of Holiday (Nov. 22nd)
008 1	1 1 2 3 #	Month and Date of Holiday (Nov. 23rd)
009 1	1 2 2 5 #	Month and Date of Holiday (Dec. 25th)
010 1		0 # Month and Date of Holiday

PROGRAM MANUAL

GENERAL PROGRAMMING AREA

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
011 1	0 #	Month and Date of Holiday
012 1	0 #	Month and Date of Holiday
013 1	0 #	Month and Date of Holiday
014 1	0 #	Month and Date of Holiday
015 1	0 #	Month and Date of Holiday
016 1	0 #	Month and Date of Holiday
017 1	0 #	Month and Date of Holiday
018 1	0 #	Month and Date of Holiday

Addresses 003-018 are programmable for UP to 16 HOLIDAYS

Holidays worked can be sorted into regular hours or overtime hours by selecting the appropriate pay category code located in address 005 of each calculation area.

Holidays not worked can have hours automatically added for specific employees. See User Guide page 30 for assigning holiday hours.

IMPORTANT: UPON COMPLETION OF THE GENERAL PROGRAMMING AREA, BE SURE TO PRESS THE E KEY TO SAVE THE DATA INTO MEMORY.

- Turn function guide back to "NORMAL" mode

PROGRAM MANUAL

SIGNAL PROGRAMMING AREA (OPTIONAL)

- TO ENTER PROGRAM AREA - TURN THE FUNCTION GUIDE

TO ROW 3 AND PRESS III

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
000 1	1 0 #	Signal duration in seconds (0-15) Note: If the signal is not used enter 0
001 1	8 #	Day Code Numbers: 1=Monday 6=Saturday 2=Tuesday 7=Sunday 3=Wednesday 8=Monday thru Friday 4=Thursday 9=Monday thru Sunday 5=Friday NOTE: If the signal applies for Mon, Wed and Fri, key in code numbers 1,3, and 5. (The days selected will appear on the display)
2	7 5 5 #	Signal Time (HHMM)
002 1	5 #	Day Code Number (1-9)
2	8 0 0 #	Signal Time (HHMM)
003 1	5 #	Day Code Number (1-9)
2	1 2 0 0 #	Signal Time (HHMM)
004 1	5 #	Day Code Number (1-9)
2	1 2 3 0 #	Signal Time (HHMM)
005 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
006 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
007 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
008 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)

PROGRAM MANUAL

SIGNAL PROGRAMMING AREA (OPTIONAL)

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
009 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
010 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
011 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
012 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
013 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
014 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
015 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
016 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
017 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
018 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
019 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)
020 1	#	Day Code Number (1-9)
2	#	Signal Time (HHMM)

PROGRAM MANUAL

SIGNAL PROGRAMMING AREA (OPTIONAL)

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
021	1	# Day Code Number (1-9)
	2	# Signal Time (HHMM)
022	1	# Day Code Number (1-9)
	2	# Signal Time (HHMM)
023	1	# Day Code Number (1-9)
	2	# Signal Time (HHMM)
024	1	# Day Code Number (1-9)
	2	# Signal Time (HHMM)
025	1	# Day Code Number (1-9)
	2	# Signal Time (HHMM)
026	1	# Day Code Number (1-9)
	2	# Signal Time (HHMM)
027	1	# Day Code Number (1-9)
	2	# Signal Time (HHMM)
028	1	# Day Code Number (1-9)
	2	# Signal Time (HHMM)
029	1	# Day Code Number (1-9)
	2	# Signal Time (HHMM)
030	1	# Day Code Number (1-9)
	2	# Signal Time (HHMM)

IMPORTANT: UPON COMPLETION OF THE SIGNAL PROGRAMMING AREA, BE SURE TO PRESS THE E KEY TO SAVE THE DATA INTO MEMORY.

Turn function guide back to "NORMAL" mode.

PROGRAM MANUAL

CALCULATION RULE AREA PROGRAMMING

There are 10 separate calculation rule areas that define how the employees' time is calculated. Each employee is assigned to one of the calculation rule programs (see page 28 for assignment instructions).

CALCULATION RULE AREAS 0 TO 9

- TO ENTER CALCULATION RULE AREAS 0 TO 9

For each Calculation Rule Area, turn the function guide to the row number listed in the table below and press the corresponding Roman Numeral key.

CALC. RULE AREA	FUNCTION GUIDE ROW	ROMAN NUMERAL KEY
0	4	I
1	4	II
2	4	III
3	4	IV
4	5	I
5	5	II
6	5	III
7	5	IV
8	6	I
9	7	II

IMPORTANT: Upon completion of the signal programming area, be sure

to press the **E** key to save the data into memory.

Turn function guide back to "NORMAL" mode.

PROGRAM MANUAL

CALCULATION RULE PROGRAMMING FOR CALCULATION RULES 0 - 9

EXAMPLE: TO ENTER CALCULATION AREA - "0"

- TURN THE FUNCTION GUIDE TO ROW 4 AND PRESS

I

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
000 1	1 #	<p>Pay Period Type:</p> <p>0 = WEEKLY (Front side of card only)</p> <p>1 = WEEKLY - Using both sides of time card (Programmed week is the front side)</p> <p>2 = WEEKLY - Using both sides of time card (Programmed week is back side)</p> <p>3 = BIWEEKLY (Pay period ends next week)</p> <p>4 = BIWEEKLY (Pay period ends this week)</p> <p>5 = SEMI-MONTHLY</p> <p>6 = MONTHLY</p>
2	7 #	<p>Pay ending day or date depends on pay period selected in previous address.</p> <p><u>For Weekly or Bi-weekly pay period enter pay ending DAY code number:</u></p> <p>1= Monday 5= Friday</p> <p>2= Tuesday 6= Saturday</p> <p>3= Wednesday 7= Sunday</p> <p>4= Thursday</p> <p><u>For Weekly and Bi-weekly Pay Period:</u></p> <p>- Press "#" to move to address 001.</p> <p><u>For Semi-Monthly Period:</u></p> <p>-Enter the earlier of the two pay ending dates and press #. (The pay ending date is automatically calculated 15 days from the date that you enter in.)</p> <p>(Ex: If the pay period ends on the 10th and 25th enter 1 0 #)</p> <p><u>Exception:</u> If the pay period ends on the 15th and the end of the month always enter 3 1 #. This ensures proper calculation for shorter months.</p> <p><u>For Monthly pay period:</u></p> <p>- Enter the pay ending date and press #.</p>
3	#	<p><u>For Semi-Monthly and Monthly pay periods only:</u></p> <p>Enter the work week ending day (1-7) to be used for weekly overtime calculation.</p>

PROGRAM MANUAL

CALCULATION RULE PROGRAMMING FOR CALCULATION RULES 0 - 9

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS																					
001 1	8 0 0 #	Daily Overtime - Category A - Daily time worked over this amount will be sorted to overtime category A.																					
2	0 #	Daily Overtime - Category B - Daily time worked over this amount will be sorted to overtime category B.																					
002 1	4 0 0 0 #	Weekly Overtime - Category A - Weekly time worked over this amount will be sorted to overtime category A.																					
2	0 #	Weekly Overtime - Category B - Weekly time worked over this amount will be sorted to overtime category B.																					
003 1	1 5 #	Rounding Unit for IN and OUT times																					
2	8 #	Rounding forward break point for IN times.																					
3	8 #	Rounding forward break point for OUT times.																					
004 1	1 5 #	Paid Break (Using "I" key before or after punching for break. (00-60 minutes)																					
005 1	6 #	First Non-Working Day (EX: Saturday)																					
2	7 #	Second Non-Working Day (EX: Sunday)																					
3	0 #	Use the following chart to select which category the hours worked on non-working days and holidays will be sorted to:																					
		<table border="1"> <thead> <tr> <th>Data Code#</th> <th>Weekly Non-Working Days</th> <th>National Holidays</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>OT. A</td> <td>OT. B</td> </tr> <tr> <td>1</td> <td>OT. A</td> <td>OT. A</td> </tr> <tr> <td>2</td> <td>OT. B</td> <td>OT. B</td> </tr> <tr> <td>3</td> <td>Reg.</td> <td>Reg.</td> </tr> <tr> <td>4</td> <td>Reg.</td> <td>OT. A</td> </tr> <tr> <td>5</td> <td>Reg.</td> <td>OT. B</td> </tr> </tbody> </table>	Data Code#	Weekly Non-Working Days	National Holidays	0	OT. A	OT. B	1	OT. A	OT. A	2	OT. B	OT. B	3	Reg.	Reg.	4	Reg.	OT. A	5	Reg.	OT. B
Data Code#	Weekly Non-Working Days	National Holidays																					
0	OT. A	OT. B																					
1	OT. A	OT. A																					
2	OT. B	OT. B																					
3	Reg.	Reg.																					
4	Reg.	OT. A																					
5	Reg.	OT. B																					

PROGRAM MANUAL

CALCULATION RULE PROGRAMMING FOR CALCULATION RULES 0 - 9

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
006 1	0 #	Day Change Override Code - 0= Allows employees to work thru day change time up to <u>12H 59M</u> from last IN punch. 1= Does not allow employees to work thru day change time. (Out punch crossing day change time will be considered a new day.) 2= Allows employees to work thru day change time up to <u>17H 59M</u> from last IN punch.
2	1 0 0 #	Day Change Time (EX: 1am)
007		Automatic Break Deduction by number of daily hours worked - 1:
1	6 0 0 #	Daily worked hours
2	3 0 #	Amount of break time to be deducted
008		Automatic Break Deduction by number of daily hours worked - 2:
1	1 0 0 0 #	Daily worked hours
2	3 0 #	Amount of break time to be deducted
009 1	0 #	Day Change Mode 0= At or after Midnight 1= Before Midnight
2	1 5 #	Break Net Rounding Unit (0-60)
3	8 #	Break Net Rounding Forward Break Point (0-60)

NOTE: BREAK TIME DEDUCTIONS PROGRAMMED IN ADDRESS 007-008 ARE CUMULATIVE.

PROGRAM MANUAL

CALCULATION RULE PROGRAMMING FOR CALCULATION RULES 0 - 9

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
010	1	The following applies to addresses 010-049: Step 1: Select Code Number Step 2: Time zone beginning Step 3: Time zone ending
	2	
	3	
011	1	CODE NUMBERS: 0 = Not applicable 1 = 1st IN punch revision time zone 2 = OUT punch revision time zone 3 = IN punch revision time zone (All IN punches except 1st IN punch) 4 = 1st IN punch lock out time zone 5 = OUT punch lock out time zone 6 = IN punch lock out time zone 7 = Fixed break time zone (unpaid)
	2	
	3	
012	1	NOTE: Code 7, fixed break time zone cannot be programmed at the same time as the automatic flexible break deductions in address no 007 and 008
	2	
	3	
013	1	<hr/> Ex: Code 1 - 1st IN Revision ---> 1st IN punches between 8:30am and 9:00am will be calculated from 9:00am.
	2	
	3	
014	1	<hr/> Ex: Code 2 - OUT Revision <--- All OUT punches between 5:00pm and 5:15pm will stop calculating at 5:00pm.
	2	
	3	
015	1	<hr/> Ex: Code 3 - IN Revision ----> All IN punches except the 1st IN punch between 12:31pm and 12:45pm will be calculated from 12:45.
	2	
	3	

PROGRAM MANUAL

CALCULATION RULE PROGRAMMING FOR CALCULATION RULES 0 - 9

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
018 1	4 #	Ex: Code 4 - 1st IN Lock Out
2	5 0 0 #	1st IN punches between 5:00am and 8:29am will not be accepted. The clock will reject the employee's card.
3	8 2 9 #	
019 1	5 #	Ex: Code 5 - OUT Lock Out
2	1 7 1 6 #	All OUT punches between 5:16pm and 9:00pm will not be accepted. The clock will reject the employee's card.
3	2 1 0 0 #	
020 1	6 #	Ex: Code 6 - IN Lock Out
2	1 3 0 1 #	All IN punches except the 1st IN punch between 1:00pm and 1:30pm will not be accepted.
3	1 3 3 0 #	
021 1	7 #	Ex: Code 7 - Fixed Break
2	1 2 0 0 #	30 minutes between 12pm and 12:30pm will be deducted regardless if employee punches for break.
3	1 2 3 0 #	
022 1	#	<div style="border: 1px solid black; padding: 5px; display: inline-block;">SPECIAL MEMO FOR PROGRAMMING</div> <ol style="list-style-type: none"> 1) Day change time cannot be programmed within a time zone. 2) Programmed starting and ending times are INCLUSIVE for the time zone. 3) Time zones for the same code numbers cannot be overlapped. 4) IN or OUT revisions override IN/OUT rounding in address 003. 5) Lock Out zones override revision zones. 6) The 1st IN punch zone overrides the fixed break zone.
2	#	
3	#	
023 1	#	
2	#	
3	#	
024 1	#	
2	#	
3	#	
025 1	#	
2	#	
3	#	

PROGRAM MANUAL

CALCULATION RULE PROGRAMMING FOR CALCULATION RULES 0 - 9

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
026	1	#
	2	#
	3	#
027	1	#
	2	#
	3	#
028	1	#
	2	#
	3	#
029	1	#
	2	#
	3	#
030	1	#
	2	#
	3	#
031	1	#
	2	#
	3	#
032	1	#
	2	#
	3	#
033	1	#
	2	#
	3	#

PROGRAM MANUAL

CALCULATION RULE PROGRAMMING FOR CALCULATION RULES 0 - 9

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
034 1	#	
034 2	#	
034 3	#	
035 1	#	
035 2	#	
035 3	#	
036 1	#	
036 2	#	
036 3	#	
037 1	#	
037 2	#	
037 3	#	
038 1	#	
038 2	#	
038 3	#	
039 1	#	
039 2	#	
039 3	#	
040 1	#	
040 2	#	
040 3	#	
041 1	#	
041 2	#	
041 3	#	

PROGRAM MANUAL

CALCULATION RULE PROGRAMMING FOR CALCULATION RULES 0 - 9

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND DESCRIPTIONS
042	1	#
	2	#
	3	#
043	1	#
	2	#
	3	#
044	1	#
	2	#
	3	#
045	1	#
	2	#
	3	#
046	1	#
	2	#
	3	#
047	1	#
	2	#
	3	#
048	1	#
	2	#
	3	#
049	1	#
	2	#
	3	#

IMPORTANT: UPON COMPLETION OF EACH CALCULATION RULE AREA PRESS E KEY TO SAVE THE DATA INTO MEMORY.

- Turn function guide back to "NORMAL" mode.

USER GUIDE

CALCULATION RULE ASSIGNMENT

The calculation rule assignment is directly related to the calculation rule areas that specify your company's pay policies. Each calculation rule area consists of the type of pay period, rounding, overtime and break rules.

If all of your employees have the same pay policy, they can all use calculation rule 0. You will not have to assign any calculation rules because they will automatically default to rule 0.

If your company requires different sets of pay policies, it will be necessary to assign calculation rules. When different rules are used, each employee will have to use the same card number every pay period.

If an employee's calculation rule is changed, the new rule applies to the next calculation after the change was made.

The normal card numbering sequence is from 000 to 099 when the machine number is set to "0". If the machine number is set to 1,2,3...9 the card numbers will start from 100, 200, 300...900 respectively.

- TO ASSIGN CALCULATION RULES - TURN THE FUNCTION GUIDE TO ROW 2 AND PRESS I

Enter the calculation rule for each card number:

CARD NUMBER	CALCULATION RULE (0-9)	#
()00		#
()01		#
()02		#
()03		#
()04		#
()05		#
()06		#
()07		#
()08		#
()09		#
()10		#
()11		#

CARD NUMBER	CALCULATION RULE (0-9)	#
()12		#
()13		#
()14		#
()15		#
()16		#
()17		#
()18		#
()19		#
()20		#
()21		#
()22		#
()23		#

CARD NUMBER	CALCULATION RULE (0-9)	#
()24		#
()25		#
()26		#
()27		#
()28		#
()29		#
()30		#
()31		#
()32		#
()33		#
()34		#
()35		#

USER GUIDE

CALCULATION RULE ASSIGNMENT

CARD NUMBER	CALCULATION RULE (0-9)	#	CARD NUMBER	CALCULATION RULE (0-9)	#	CARD NUMBER	CALCULATION RULE (0-9)	#
()36		#	()58		#	()80		#
()37		#	()59		#	()81		#
()38		#	()60		#	()82		#
()39		#	()61		#	()83		#
()40		#	()62		#	()84		#
()41		#	()63		#	()85		#
()42		#	()64		#	()86		#
()43		#	()65		#	()87		#
()44		#	()66		#	()88		#
()45		#	()67		#	()89		#
()46		#	()68		#	()90		#
()47		#	()69		#	()91		#
()48		#	()70		#	()92		#
()49		#	()71		#	()93		#
()50		#	()72		#	()94		#
()51		#	()73		#	()95		#
()52		#	()74		#	()96		#
()53		#	()75		#	()97		#
()54		#	()76		#	()98		#
()55		#	()77		#	()99		#
()56		#	()78		#			
()57		#	()79		#			

IMPORTANT: UPON COMPLETION OF THE CALCULATION RULE ASSIGNMENT AREA,
BE SURE TO PRESS THE E KEY TO SAVE THE DATA INTO MEMORY.

- Turn function guide back to the "NORMAL" mode.

USER GUIDE

HOLIDAY HOURS ASSIGNMENT

The MJR-8500 can be programmed to automatically add regular hours to individual employees on holidays.

The holiday hours assignment is directly related to the holidays specified in the general programming area. Hours will be added regardless of whether the employee works on the holiday, or the day before and/or after the holiday. The hours will be added to the regular hours and will be subject to overtime calculation.

- Examples:
- If the employees do not get paid for holidays the default is preset to zero (00:00).
 - For full-time employees enter 8:00 hours.
 - For part-time employees enter 4:00 hours.

If the holiday hours are not the same for all employees issue the same number timecard for each employee every pay period.

- TO ASSIGN HOLIDAY HOURS - TURN THE FUNCTION GUIDE TO ROW 2 AND PRESS II

Enter the amount of holiday hours for each card number:

CARD NUMBER	HOLIDAY HOURS			#
()00	8	0	0	#
()01				#
()02				#
()03				#
()04				#
()05				#
()06				#
()07				#
()08				#
()09				#
()10				#
()11				#

CARD NUMBER	HOLIDAY HOURS			#
()12				#
()13				#
()14				#
()15				#
()16				#
()17				#
()18				#
()19				#
()20				#
()21				#
()22				#
()23				#

CARD NUMBER	HOLIDAY HOURS			#
()24				#
()25				#
()26				#
()27				#
()28				#
()29				#
()30				#
()31				#
()32				#
()33				#
()34				#
()35				#

USER GUIDE

HOLIDAY HOURS ASSIGNMENT

CARD NUMBER	HOLIDAY HOURS			
()36				#
()37				#
()38				#
()39				#
()40				#
()41				#
()42				#
()43				#
()44				#
()45				#
()46				#
()47				#
()48				#
()49				#
()50				#
()51				#
()52				#
()53				#
()54				#
()55				#
()56				#
()57				#

CARD NUMBER	HOLIDAY HOURS			
()58				#
()59				#
()60				#
()61				#
()62				#
()63				#
()64				#
()65				#
()66				#
()67				#
()68				#
()69				#
()70				#
()71				#
()72				#
()73				#
()74				#
()75				#
()76				#
()77				#
()78				#
()79				#

CARD NUMBER	HOLIDAY HOURS			
()80				#
()81				#
()82				#
()83				#
()84				#
()85				#
()86				#
()87				#
()88				#
()89				#
()90				#
()91				#
()92				#
()93				#
()94				#
()95				#
()96				#
()97				#
()98				#
()99				#

IMPORTANT: UPON COMPLETION OF THE HOLIDAY HOURS ASSIGNMENT AREA,

BE SURE TO PRESS THE E KEY TO SAVE THE DATA INTO MEMORY.

- Turn function guide back to the "NORMAL" mode.

USER GUIDE

CARD ASSIGNMENT PRINT OUTS

PRINTOUT OF CALCULATION RULE ASSIGNMENT

- TO PRINT A LIST OF CALCULATION RULE ASSIGNMENTS.

1. Turn the function guide to row "7".
2. Press **I** **1** **#** keys
3. Insert a report card. When finished printing turn card over and reinsert on the back side.
4. Remove the card and turn function guide back to the "normal" position.

PRINTOUT OF HOLIDAY ASSIGNMENT

- TO PRINT A LIST OF HOLIDAY HOURS ASSIGNED.

1. Turn the function guide to row "7".
2. Press **I** **2** **#** keys
3. Insert a report card. When finished printing turn card over and reinsert on the back side.
4. Remove the card and turn the function guide back to the "normal" position.

USER GUIDE

INDIVIDUAL DATA CORRECTION - CURRENT PAY PERIOD

- TO MAKE CORRECTIONS ON INDIVIDUAL EMPLOYEES' TIME CARDS

The following codes will allow you to correct accumulated hours on an employee's time card for the current pay period. All corrections will be printed in red. If the clock is set up to calculate in regular minutes then the correction data should be entered in regular minutes (:00-:59). If the clock is set up to calculate in hundredths then the correction data should be entered in hundredths of an hour (.00-.98).

1. Turn the function guide to row 2 and press **III** key.
2. Insert the time card to be corrected
3. Remove the card from pocket.
4. Press the "#" key until the desired code number for the category of time to be corrected is displayed.

THERE ARE 5 HOUR CATEGORIES FOR CORRECTION:

(The category number will appear as the small number on the left side of the display and the amount of time in that category will also be displayed.)

CODE NO.	CATEGORY
1	DAILY NET HOURS
2	WEEKLY NET HOURS
3	REGULAR HOURS
4	OVERTIME CATEGORY A HOURS
5	OVERTIME CATEGORY B HOURS

(see next page for detailed description)

5. Type in the number of hours and minutes for the correction
6. Press "+" to add or "-" to subtract
7. Press "#" to store and advance to next category
8. When finished making corrections, insert card for the corrections to print on the card. Corrected data will print in red.
9. Insert another card for corrections or turn function guide back to the "normal" position.

INDIVIDUAL DATA CORRECTION

CATEGORY DESCRIPTIONS

1. **DAILY NET HOURS** - To adjust hours for the current day.
 - ** Hours entered here will automatically be sorted into regular and overtime categories based on the daily overtime rules and added to the weekly net hours category.

2. **WEEKLY NET HOURS** - To adjust hours for the current week.
 - ** Hours entered here will automatically be sorted into regular and overtime categories based on the weekly overtime rules.

For Bi-weekly, semi-monthly and monthly pay periods, sorting of the corrected hours will be based on the hours calculated during the last week of the pay period.

3. **REGULAR HOURS** - To adjust hours in the accumulated regular hours category ONLY.
 - ** Hours entered here will be added directly to the REGULAR hours category. No other categories will be affected.

4. **OVERTIME A HOURS** - To adjust hours in the accumulated overtime A hours category only.
 - ** Hours entered here will be added directly to the OVERTIME A category. No other categories will be affected.

5. **OVERTIME B HOURS** - To adjust hours in the accumulated overtime B hours category only.
 - ** Hours entered here will be added directly to the OVERTIME B category. No other categories will be affected.

(see next page for detailed description)

USER GUIDE

ACCUMULATED HOURS REPORT

- TO PRINT SUMMARIES OF ALL EMPLOYEE'S HOURS ON A REPORT CARD

FOR THE CURRENT PAY PERIOD

1. Turn the function guide to row 1.
2. Press **I** key.
3. Insert a report card. Remove when finished printing.
4. Turn function guide back to the "normal" position.

FOR THE PREVIOUS PAY PERIOD

1. Turn the function guide to row 1.
2. Press **II** key.
3. Insert a report card. Remove when finished printing.
4. Turn function guide back to the "normal" position.

3. Place the new cartridge so that the ribbon slips between the ribbon guide and the dot printer head.



4. Turn the cover so that the ribbon is tight against the cover case.



INDIVIDUAL DATA CLEAR

- TO CLEAR ALL DATA FOR AN INDIVIDUAL EMPLOYEE

1. Turn the function guide to row 2.
2. Press **IV** key.
3. Insert employee time card to be cleared. Card number appears on display.
4. Press **#** key. Machine beeps, clears memory for that employee and automatically ejects time card.
5. Remove card from pocket
6. Insert any other cards to be cleared or turn function guide back to "normal" position.

ERROR CODE LIST

ERROR CODE	REASON	SOLUTION
0 - 01 SOFT ERR	Inserted time card facing the wrong side.	Re-insert time card facing the correct side
0 - 08 SOFT ERR	Inserted wrong card while correcting card data.	Insert correct time card.
0 - 12 SOFT ERR	Inserted time card during lock out period.	Override lock out with lock out release card.
1 - 20 SOFT ERR	Incorrect Machine No. on time card or in programmed data.	Check programmed data in section 20E, address 002 and time card number.
1 - 22 SOFT ERR	Inserted incorrectly coded (perforated) time card.	Use properly coded time card.
1 - 30 SOFT ERR	Improper time card. (Too Short)	Reissue proper size, properly coded time card.
1 - 31 SOFT ERR	Improper time card. (Too Long)	Reissue proper size, properly coded time card.
8 - 80 SOFT ERR	Incorrect data programmed.	Clear or reprogram applicable program area.
8 - 85 SOFT ERR	Individual data file reading error.	Clear individual card data for that card.
8 - 88 SOFT ERR	CPU (memory) defect.	Press "C" key to clear.
9 - 50 SOFT ERR	Inserted time card for printing earlier than previously printed time.	Make sure the clock is set to the current date and time.
9 - 60 SOFT ERR	Temporary defect of software caused by noise or surge from outside power source.	Resets automatically in 3 seconds after error display.
9 - 61 HARD ERR	Temporary defect of CPU caused by noise or surge from outside power source.	Reset automatically in 3 seconds after error display.
9 - 70 HARD ERR	Problem of hardware such as printer, sensor, motor, etc	Clear entry by C key and clean sensors.
9 - 90 HARD ERR	Card reading failure.	Press CL key and call service.
9 - 91 HARD ERR	Card sensor level defect.	Press CL key and call service.

APPENDIX

LIST OF PRINT SYMBOL CODES

CODE	DESCRIPTION
*	PAID BREAK
N	NON-WORKING DAY
H	HOLIDAY
A	REVISION AND LOCK OUT AUTHORIZATION
L	LOCK OUT AUTHORIZATION
-->	CORRECTION