

COMPUTERIZED TIME RECORDER

MJR-8000 SERIES

PROGRAM MANUAL



(d) To change data on the display:

When there is only one step parameter within the program address number:

New Data **E**

When there are two or three step parameters within the program address number:

New Data **#** **New Data** **#** **New Data** **E**

3. When data is cleared or new data is entered, be sure to press **T** key, before turning the function key switch to the "NORMAL" position, in order to enter all new data into main storage.
4. Programming of days (Monday through Sunday) will be in numeric code as follows:

1 ... Monday	2 ... Tuesday	3 ... Wednesday
4 ... Thursday	5 ... Friday	6 ... Saturday
7 ... Sunday	8 ... Monday	9 ... Monday through Sunday through Friday
5. There are four programming areas in the MJR-8000 series, as follows:

Section 1: Clock and Calendar programming area **1 0 E**
This area covers clock and calendar program.

Section 2: Basic programming area **2 0 E**
This area covers annual scheduled dates, such as daylight saving time and national holidays.

Section 3: Signal programming area (Option) **2 1 E**
This area covers signal schedules in specified days.

Section 4: Work schedule programming area **2 2 E**
This area covers all working schedules.
6. Programmed data can be printed out for verification on program check card. To have the programmed data imprint, press **2 3 E**. Then insert program check card.

SECTION 1: CLOCK AND CALENDAR PROGRAMMING AREA

TO CALL THE PROGRAM ADDRESS NUMBER - PRESS **1 0 E**

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
000 1	1 9 8 6 #	Calendar year (1986)	#
000 2	5 1 8 #	Month and Date (May 18th)	#
000 3	1 5 2 8 E	Hour and Minute (PM 3:28)	E

SECTION 2: BASIC PROGRAMMING AREA

TO CALL THE PROGRAM ADDRESS NUMBER - PRESS **2 0 E**

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
001 1	4 2 8 #	Month and date Daylight Saving Time begins (April 28th)	#
001 2	1 0 2 7 E	Month and Date Daylight Saving Time ends (October 27th)	E
002 1	0 E	Machine number-programmable for 0-9. Single machine use, enter 0. More than one machine, enter the first digit of the timecard number assigned to the machine. Timecard Nos: 000-249 enter 0 Timecard Nos: 100-349 enter 1 Timecard Nos: 200-449 enter 2	E
003 1	1 #	Imprint of hours for IN/OUT time. 0 : 0-23 Hours (military time) 1 : 1-12/ <u>1-12</u> AM/PM Hours (Underline for PM Hours)	#
003 2	0 #	Imprint of the processed time. 0 : Regular minute (00-59) 1 : 1/100th of hour (00-98)	#
003 3	0 E	Imprint of Day of the week. 0 : English days (Mo SA, SU) 1 : Day numbers (1 6, 7)	E

(Continued)

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
004 1	1 0 1 E	Month and Date for Public and National Holidays (January 1st)	E
005 1	7 0 4 E	Month and Date for Public and National Holidays (July 4th)	E
006 1	0 E	Enter <u>0</u> , if there is no Public and National Holiday to be programmed.	E
007 1	E	Programmable for maximum 16 Public and National Holidays.	E
008 1	E		E
009 1	E		E
010 1	E		E
011 1	E		E
012 1	E		E
013 1	E		E
014 1	E		E
015 1	E		E
016 1	E		E
017 1	E		E
018 1	E		E
019 1	E		E

IMPORTANT: Upon completion of Basic Programming Area, be sure to press **I** key to enter the data into main storage.

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SECTION 3: SIGNAL PROGRAMMING AREA (OPTION)

TO CALL PROGRAM ADDRESS NUMBER - PRESS **2** **1** **E**

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
020 1	1 0 E	Signal duration-programmable for maximum 15 seconds (Example 10 Sec.). Note: If the signal is not applicable, enter 0 .	E
021 1 2	8 # 7 5 5 E	1st step parameter: to be programmed for applicable days of week in code number.	# E
022 1 2	5 # 8 0 0 E	Day code numbers: 1 : Monday 2 : Tuesday 3 : Wednesday 4 : Thursday 5 : Friday 6 : Saturday 7 : Sunday 8 : Monday through Friday 9 : Monday through Sunday	# E
023 1 2			# E
024 1 2		2nd step parameter: to be programmed for signal time in 0-23 hours and minutes.	# E
025 1 2		Note: If the signal is applicable for Monday, Wednesday, and Friday, key in as follows: 1 3 5 # , and be sure to check that the display shows the abbreviations of MON, WED, and FRI after pressing the number key.	# E
026 1 2			# E
027 1 2			# E
028 1 2		If the signal is applicable for Monday through Friday, enter 1 2 3 4 5 # or just 8 # .	# E
029 1 2			# E
030 1 2		IMPORTANT: Upon completion of Signal programming area, be sure to press 1 key to enter the data into main storage.	# E
031 1 2			# E
032 1 2			# E
033 1 2			# E
034 1 2			# E
035 1 2			# E

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SECTION 4: WORK SCHEDULE PROGRAMMING AREA.

TO CALL PROGRAM ADDRESS NUMBER - PRESS **2** **2** **E**

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
100 (Example A) 1	4 #	Pay period and pay ending. 1st step parameter: Pay-period 0 : Weekly 1 : Bi-weekly (Pay ending comes next week) 2 : Bi-weekly (Pay ending comes this week) 3 : Semi-monthly 4 : Monthly	#
(Example B)	2 #		#
100 (Example A) 2	3 1 #	2nd step parameter: Pay ending day or date. For weekly or bi-weekly pay period: 1 : Monday 2 : Tuesday 3 : Wednesday 4 : Thursday 5 : Friday 6 : Saturday 7 : Sunday For semi-monthly pay period, enter the earlier of two pay ending dates. For example, if pay period ends on 10th and 25th, enter 1 0 . Exception: If pay period ends on 15th and end of the month, enter 3 1 . For weekly or bi-weekly payroll, press E key instead of # key, after entering pay ending day in 2nd parameter.	#
(Example B)	7 E		(E)
100 3	7 E	3rd step parameter: Work week ending day for overtime calculation on semi-monthly and monthly pay period.	E
101 1	8 0 0 #	Maximum non-overtime hours per day. Hours exceeding this amount will be sorted as overtime category A.	#
101 2	1 2 0 0 E	Maximum hours for overtime category A. Hours exceeding this amount will be sorted as overtime category B. Example: The hours over 8 hours per day are sorted as overtime category A, and over 12 hours as category B. Note: If overtime category B is not required, enter 0 in 2nd step parameter. If, no overtime classification is required, enter 0 in both 1st and 2nd step parameters.	E

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
102 1	4 0 0 0 #	Maximum non-overtime hours per week. Hours exceeding this amount will be sorted as overtime category A.	#
102 2	4 8 0 0 E	Maximum weekly hours for overtime category A. Hours exceeding this amount will be sorted as overtime category B. Example: The hours over 40 hours per week are sorted as overtime category A, and over 48 hours as category B. Note: If overtime category B is not required, enter [0] in 2nd step parameter. If no overtime classification is required, enter [0] in both 1st and 2nd step parameters.	E
103 1	1 5 #	IN/OUT time rounding. IN time, OUT time. 1st step parameter : Rounding time unit for both IN/OUT time	#
103 2	8 #	2nd step parameter: Rounding point for IN time.	#
103 3	1 0 E	3rd step parameter : Rounding point for OUT time.	E
		Example: IN time 8th minute or higher, rounds up to 15th minute, and 7th minute or lower, rounds down to 0 minute. OUT time 10th minute or higher, rounds up to 15th minute, and 9th minute or lower, rounds down to 0 minute.	
104 1	1 5 0 #	1st step parameter: Pay rate multiplier for overtime category A. (Multiply times regular pay rate).	#
104 2	2 0 0 #	2nd step parameter: Pay rate multiplier for overtime category B. (Multiply times regular pay rate).	#
104 3	1 E	3rd step parameter: Decimal point placement for 1st and 2nd step parameters. 0 : No decimal point 1 : Decimal point Example: Overtime category A rate is 150% (1.5 times) of regular pay rate. And, overtime category B rate is 200% (2 times) of regular pay rate.	E

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
105 1	6 #	1st and 2nd step parameters: Weekly non-working days. (programmable for maximum two days. Example: Saturday & Sunday)	#
105 2	7 #		#
105 3	0 E	3rd step parameter: Pay schedule for hours worked on weekly non-working day or National holidays. Refer to chart below:	E

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

Reg. : Regular pay rate
 OT. A : Overtime category A rate
 OT. B : Overtime category B rate

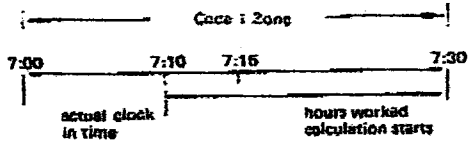
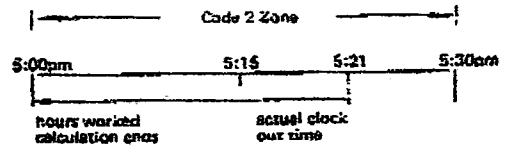
Example: Weekly non working days are Saturday & Sunday. Hours worked those days are paid at overtime category A. Hours worked on National holidays are paid at overtime category B.

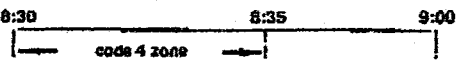
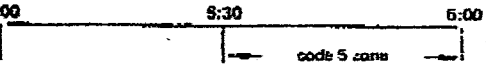
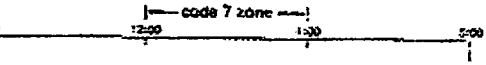
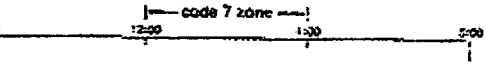
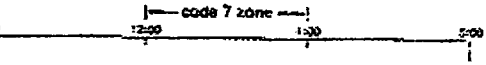
106 1	0 #	1st step parameter: Selection of work schedule. 0 : Automatic Day-change Time Override Accumulates employee's hours worked even if IN punch is before the day change time and OUT punch is after the day change time. The override will apply for up to 12H 59min. from the last IN punch prior to the day change time. All IN punch after the day change time will be regarded as the next day. 1 : Fixed Day Change Time Worked hours calculation ends at the programmed day change time.	#
106 2	0 0 0 0 E	2nd step parameter: Day Change Time Example: 12 a.m. Note: Day change time must be set at 00 minute on the hour. For example: 00:00, 01:00 etc.	E

NOTE: Day change time is referenced from Midnight forward on the Pay-ending day.
 If you need Day change time before midnight, set the Pay-ending day code (Address 100-2) for the day before actual Pay-ending day and program Day change time.
 National Holidays must be programmed one day before the actual date.
 Example:
 Day code 6(SA), Day change time 23:00 would tell the machine to end the Pay-period on SUNDAY at 23:00.
 National Holiday, July 4th must be programmed July 3rd.

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
107 1	6 0 0 #	Automatic break time deduction by daily worked hours.	#
107 2	3 0 E	1st step parameter : Daily worked hours. (Elapsed time)	E
108 1	1 0 0 0 #	2nd step parameter: Deductable break time.	#
108 2	1 5 E	NOTE: Programmable for maximum 3 sets of break times daily. Also, these 3 break times are cumulative function.	E
109 1	1 2 0 0 #	Example: If Total elapsed time in one day is 12 hrs. or longer, one hour break time will be deducted according to sample program.	#
109 2	1 5 E	(Daily elapsed hours — break time = Net worked hours) Programmable for maximum 4 hours cumulative break time. Example: Net worked hours	E
110 1		When programming the ADDRESS 110 —149, refer to the explanation of codes below.	#
110 2		○ First data is selection of code number (0—7).	#
110 3		○ Second data is time zone beginning.	E
		○ Third data is time zone ending.	
111 1		EXPLANATION OF CODES	#
111 2		1) CODE NUMBER	#
111 3		0 : Not applicable	
		1 : First in-punch revision time zone (First in-punch time of each day only.)	E
112 1		2 : Out-punch revision time zone	#
112 2		3 : In-punch revision time zone (All in-punches except first in-punch of the day.)	#
112 3			E

NOTE: Code 7, the fixed break time zone, cannot be programmed at the same time as the automatic flexible break deduction(s) in address Nos. 107, 108, and 109. You may use either one or the other, but not both simultaneously.

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
113 1		4 : First in-punch lock out time zone (First in-punch time of each day only.)	#
113 2	#		
113 3	E		
114 1		5 : Out-punch lock out time zone	#
114 2	#		
114 3	E		
115 1		6 : In-punch lock out time zone (All in-punches except first in-punch of the day.)	#
115 2	#		
115 3	E		
116 1		7 : Fixed break time zone (Unpaid)	#
116 2	#		
116 3	E		
117 1		Code 1: Time zone for revision of first IN time of the day. Example:	#
117 2	#		
117 3	E		
118 1			#
118 2	#		
118 3	E		
119 1		If employee clocks in between the hours of 7:00 and 7:30, calculation of worked hours does not begin until 7:30.	#
119 2	#		
119 3	E		
120 1		IMPORTANT	#
120 2	#		
120 3	E		
121 1		Code 1 functions only on first clock in time of each day. Subsequent clock in punches entered in code 1 time zones will not be rounded off.	#
121 2	#		
121 3	E		
122 1		Code 2: Time zone for revision of OUT-time. Example:	#
122 2	#		
122 3	E		
123 1			#
123 2	#		
123 3	E		
124 1		If employee clocks out between 5:00 and 5:30, calculation of hours worked ends at 5:00. Applies to all clock out punches in code 2 time zones each day.	#
124 2	#		
124 3	E		
125 1		Code 3: Time zone for revision of IN time. Same function as code 1, except that it may be used any number of times per day, i.e. revision of IN time occurs in all code 3 time zones. Except first in-punch of the day.	#
125 2	#		
125 3	E		

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
121 1	#	Code 4: Lock out time zone for first IN-punch of the day only. Example: 	#
121 2	#		#
121 3	E		E
122 1	#	If employee inserts time card for first IN-punch of the day, between 8:00 and 8:35, the time card will be rejected. Code 5: Lock out time zone for OUT-punch. Example: 	#
122 2	#		#
122 3	E		E
123 1	#	If employee inserts time card for OUT-punch, between 5:30 and 6:00, the time card will be rejected. Code 6: Lock out time zone for IN-punch. This lock out zone applies to any IN-punch, except first IN-punch of the day. Code 7: Unpaid break time zone. Deducts fixed period of time from hours worked. Employee need not punch IN and OUT for this break. Example: 	#
123 2	#		#
123 3	E		E
124 1	#	If employee inserts time card for OUT-punch, between 5:30 and 6:00, the time card will be rejected. Code 6: Lock out time zone for IN-punch. This lock out zone applies to any IN-punch, except first IN-punch of the day. Code 7: Unpaid break time zone. Deducts fixed period of time from hours worked. Employee need not punch IN and OUT for this break. Example: 	#
124 2	#		#
124 3	E		E
125 1	#	Code 7: Unpaid break time zone. Deducts fixed period of time from hours worked. Employee need not punch IN and OUT for this break. Example: 	#
125 2	#		#
125 3	E		E
126 1	#	If employee works during code 7 time zone, the amount of that zone is deducted regardless of number of hours worked, or starting/ending time of shift.	#
126 2	#		#
126 3	E		E
127 1	#		#
127 2	#		#
127 3	E		E
128 1	#		#
128 2	#		#
128 3	E		E

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
129 1		SPECIAL MEMO FOR PROGRAMMING 1) Day change time cannot be programmed within a programmed time zone (lock out, revision & break zones). 2) Programmed starting and ending time are inclusive for the time zone. 3) Time zone for the same code not be overlapped. (Bad example) First In-punch revision time zone 8:00 - 8:30 code 1 First In-punch revision time zone 8:30 - 9:00 code 1 Both time zone has 8:30 which is overlapped. Accordingly, the second one should be 8:31 - 9:00. 4) If a lock out and a revision time zone are programmed at the same time, the lock out will over ride the revision time zone. 5) In or Out revision overrides rounding. 6) The first IN-punch time zone overrides the feature of fixed break time zone. The break time zone will be effective in other IN/OUT revision time zones.	#
129 2			#
129 3			E
130 1			#
130 2			#
130 3			E
130 1			#
130 2			#
130 3			E
131 1			#
131 2			#
131 3			E
132 1			#
132 2			#
132 3			E
133 1			#
133 2			#
133 3			E
134 1			#
134 2			#
134 3			E
135 1			#
135 2			#
135 3			E