



Pyramid 5000 Auto Totaling Time Clock User Guide

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Pyramid 5000 Auto Totaling Time Clock



PRODUCT OVERVIEW

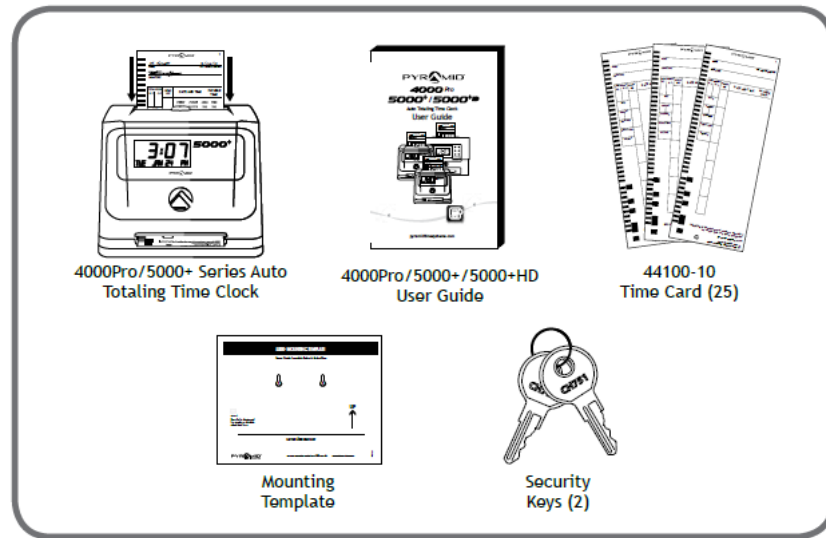
Thank you for choosing a 4000Pro/5000+ Series Auto Totaling Time Clock! The 4000Pro/5000+ Series Time Clock features automatic employee time totaling for accurate, error-free payroll tracking. Tally weekly, every 2 weeks, semi-monthly, or monthly pay periods for up to 100 employees (4000Pro – 50 employee limit). Simple set-up, simple operation & simple ribbon changes make this time clock a favorite with small businesses! Please read through this User Guide for simple set-up & operation.

AUTO TOTALING TIME CLOCK: FEATURES

- **Employee Capacity**
 - 5000 Series – 100
 - 4000Pro – 50
- **Card Alignment** Top
- **Auto Totaling** Yes
- **Pay Period** Weekly, every 2 weeks, semi-monthly, monthly
- **Shift Rounding** 0, 5, 10 or 15 minute intervals
- **Ribbon Ink** Black
- **Audio Signal** Buzzer / Speaker
- **Bell Interface** Yes
- **Wall Clock Interface** Yes
- **Language** Printing English, Spanish & French
- **Display** Time, Date & Day of Week, backlit LCD screen
- **Printing Format** Year, Date & Time (select AM/PM, military or true military)
- **Printing** Dot matrix
- **Automatic Time Reset** Short months, Leap Year & Daylight Savings Time

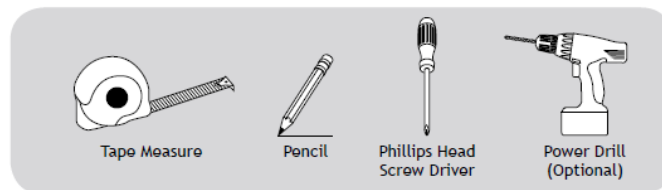
- **Battery Back-Up** Safeguards data & settings for up to 30 days without power
- **Tamper-proof** security lock protects against costly time theft
- **Warranty** 1-Year manufacturer's limited warranty

CONTENTS



- 4000Pro/5000+ Series Auto Totaling Time Clock
- 44100-10 Time Card (25)
- Mounting Template
- 4000Pro/5000+/5000+HD User Guide
- Security Keys (2)

WHAT YOU WILL NEED

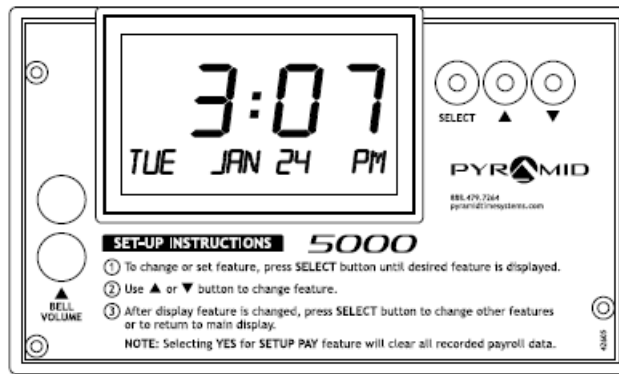


- Tape Measure
- Pencil
- Phillips Head
- Screw Driver
- Power Drill (Optional)

KNOW YOUR SERIAL

[illegible]

PROGRAMMING



- Use key to unlock & remove top/front cover. Locate programming buttons labeled SELECT, ▲ (UP) & ▼ (DOWN).
- Press SELECT until desired feature is displayed (see chart on page 5).
- Press ▲ (UP) or ▼ (DOWN) to scroll through feature options.
- Press SELECT to save option setting & move to next feature.

AUTO TOTALING TIME CLOCK : FEATURES SET UP

FEATURE (SELECT)	DISPLAY	DEFAULT SETTING	OPTIONS (SCROLL ▲▼)
Set Language	LANG =	ENGLISH	ENGLISH, French (FRANCAIS), Spanish (ESPAÑOL)
Set Date Format	DATE FMT =	USA	USA: MM/DD/YR, EURO: DD/MM/YR
Set Year	SET YEAR =	2012	DISPLAYED YEAR +/- 1 Year
Set Month	SET MONTH =	JAN	DISPLAYED MONTH +/- 1 Month
Set Date	SET DAY =	1	DISPLAYED DATE +/- 1 Day
Set Daylight Savings Time (DST) Rule	DAYLT SAV =	USA	USA: USA DST: Begins 2nd SUN of MAR, Ends 1st SUN of NOV EURO: European DST: Begins Last SUN of MAR, Ends Last Sun of OCT OTHER: Set a custom DST Rule See Set DST Rule OFF: No adjustment for DST.
Set Format	DSPLY FMT =	AM/PM	AM/PM: 12 Hour, MIL: Military, 24 Hour
Set Printed Time Format	PRINT FMT =	AM/PM	AM/PM: 12 Hour (e.g. 3:30PM) MIL: Military, 24 Hour (e.g. 15:30) ATAAP: Military, 24 Hour, Minutes expressed in hundredths of one hour (e.g. 15.50)
Set Hour	SET HOUR =	12AM	DISPLAYED HOUR +/- 1 Hour
Set Minutes	SET MINUTES =	00	DISPLAYED MINUTE +/- 1 Minute
Schedule an Event (e.g. ring bells)	SET EVENT #	NO	NO: No event(s) scheduled. YES: Schedule event(s) SET EVENT #1-50 (see pages 10&11)
Setup Pay Period Options	SETUP PAY ?	NO	NO: No pay period options configured. YES: Setup pay period options (see pages 6-8)

SET UP PAY

Pyramid's Auto Totaling Time Clocks record & summarize payroll information for up to 100 employees on a


weekly, every 2 weeks, semi-monthly, or monthly basis. Use the SETUP PAY? Feature to select desired pay period.

MENU : SETUP PAY? st Set How Time Clock Calculates Totals

FEATURE (SELECT)	DISPLAY	DEFAULT SETTING	OPTIONS (SCROLL ▲▼)
Set Custom Totaling Settings	SETUP PAY ?	NO	YES/NO: Select YES to set up pay period options ¹
Are you sure you want to clear stored data/totals?	ARE YOU SURE?	NO	YES/NO: Select YES to continue setting up pay period options ¹
Set printed format for payable time	TOTAL FMT =	HR:MIN	HR:MIN: Std. hours & minutes format (e.g. 8 hours, 30 minutes printed as 8:30) HR.HUN: Std. hours with minutes as hundredths of one hour (e.g. 8 hours, 30 minutes printed as 8.50)

IMPORTANT: SELECTING YES IN SETUP PAY? MENU AFTER INITIAL SETUP WILL ERASE ALL STORED DATA & NEW TIME CARDS MUST BE ISSUED. However, you may change all other features (language, date format, year, month, date, DST, etc.) without effecting time totals, even while a user is clocked IN.

MENU : SETUP PAY? Set How Time Clock Calculates Totals

MENU : SETUP PAY?  Set How Time Clock Calculates Totals			
FEATURE (SELECT)	DISPLAY	DEFAULT SETTING	OPTIONS (SCROLL ▲▼)
Set pay period duration	RESET =	WEEKLY	WEEKLY: Administer weekly payroll MONTHLY: Administer monthly payroll EVERY 2 WEEKS: Administer payroll every other week on same day of week SEMI-MONTHLY: Administer payroll on two selected days during month
Select Last Day of Pay Period or Reset Day ¹ (WEEKLY)	RESET DAY = (FOR WEEKLY)	SUN	SUN, MON, TUE, WED, THU, FRI, SAT: the day pay period ends
Select Last Day of Pay Period or Reset Day ¹ (MONTHLY)	RESET DAY = (FOR MONTHLY)	1st	1st: Resets first day of month LAST: Resets last day of month LAST-1: Resets one day before last day of month LAST-2: Resets two days before last day of month LAST-3: Resets three days before last day of month LAST-4: Resets four days before last day of month LAST-5: Resets five days before last day of month
Select last date of pay period or reset date (EVERY 2 WEEKS)	RESET =	DAY MONTH DATE	Select 1st-14th of given month NOTE: Clock will reset every two weeks from chosen date
Select last day of period or reset days (SEMI-MONTHLY)	RST =	15th & LAST	15th & LAST: Resets 15th and last day of month 14th & LAST-1: Resets 14th and one day before last day of month 13th & LAST-2: Resets 13th and two days before last day of month 12th & LAST-3: Resets 12th and three days before last day of month 11th & LAST-4: Resets 11th and four days before last day of month 10th & LAST-5: Resets 10th and five days before last day of month 16th & 1st: Resets 16th and first days of month

Reset Day & Time is desired day & time for new pay period. Employee begins new time card on this day.

MENU : SETUP PAY? Set How Time Clock Calculates Totals Feature

FEATURE (SELECT)	DISPLAY	DEFAULT	OPTIONS (SCROLL ▲▼)
Set reset time for reset day or days	RESET HOUR =	10PM	Recommend setting one hour prior to shift start time of new pay period (e.g. 5:00am reset time for a 7:00am start time)
Set number of hours allowed between punches ¹	MAX HRS/ PUNCH =	13	10-99 Hours
FEATURE (SELECT)	OPTIONS (SCROLL ▲▼)		
Configure rounded time/ flex time/ grace period	<p>NONE (Default Setting): Rounding off. Calculates totals using exact in/out punch times</p> <p>5 MIN: Five minute intervals. Rounds forward up to two minutes before & backward up to three minutes after: so, Punch In - 8:02AM (rounds to 8:00AM), Punch Out - 11:58AM (rounds to 12:00PM). Running Total = 4:00 or, Punch In - 8:04AM (rounds to 8:05AM), Punch Out - 11:56AM (rounds to 11:55AM). Running Total = 3:50</p> <p>10 MIN: Ten minute intervals. Rounds forward five minutes before & backwards up to five minutes after ten minute interval: so, Punch In - 8:04AM (rounds to 8:00AM), Punch Out - 11:56AM (rounds to 12:00PM). Running Total = 4:00 or, Punch In - 8:06AM (rounds to 8:00AM), Punch Out - 11:54AM (rounds to 11:50AM). Running Total = 3:40</p> <p>15 MIN: or 7/8 Rule. Fifteen minute intervals. Rounds forward up to seven minutes before & backward up to eight minutes after: so, Punch In - 7:52AM (rounds to 7:45AM), Punch Out - 12:03PM (rounds to 12:15PM). Running Total = 4:30 or, Punch In - 7:53AM (rounds to 8:00AM), Punch Out - 12:04PM (rounds to 12:00PM). RunningTotal = 4:00</p>		

TIME CARDS

The diagram shows a vertical time card with the following sections and callouts:

- 1:** Points to the top right corner of the card, near the 'PYRAMID' logo and 'FAP PENDING' text.
- 2:** Points to the 'DATE AND TIME' section, which includes fields for 'TOTAL HOURS', 'DATE', 'TIME', and 'PAYABLE TIME'.
- 3:** Points to the bottom right corner of the card, near the 'IMPORTANT' notice and 'PYRAMID' logo.
- 4:** Points to the bottom left corner of the card, near the 'IMPORTANT' notice and 'PYRAMID' logo.

The time card includes fields for NAME, SIGNATURE, DATE AND TIME, PAYABLE TIME, and a section for TOTAL HOURS (A.T., B.T., C.T., D.T.). It also has a section for NOTES, and a section for GROSS, DEDUCTIONS, and BALANCE. At the bottom, there is an IMPORTANT notice: 'Duplicate card numbers must NOT be used within the same pay period. pyramidtime.com. Form 44100-10 Rev. 14 © 2001 PYRAMID TIME SYSTEMS, INC.'

1. Use one number per person per period. Do not duplicate numbers during a pay period.
2. Use clean, straight cards to avoid read/ ID errors.
3. Locate the revision # at bottom of card. Use Pyramid Rev. I or higher cards. Contact technical support if you have lower revision cards.
4. Use only time card #44100-10 which includes official Pyramid Time Systems Trademark. Using time cards other than Pyramid item #44100-10 voids the warranty.

TIME CARD PRINT FORMAT

The same time card (#44100-10) is used for weekly, monthly, every 2 weeks & semimonthly pay periods. However, the print format will differ as follows:

WEEKLY:

Up to a maximum 28 punches per period, typically (but not necessarily), 4 punches a day over 7 days.

- **PUNCH IN** MAY 9 8:00AM *IN* WED
Prints Month, Date, Punch In Time, "IN", Day of Week
- **PUNCH OUT** MAY 9 12:00PM 4:00 4:00 Prints Month, Date, Punch Out Time, Elapsed Time since last "IN" Punch (HRS:MINS), Running Total (HRS:MINS)

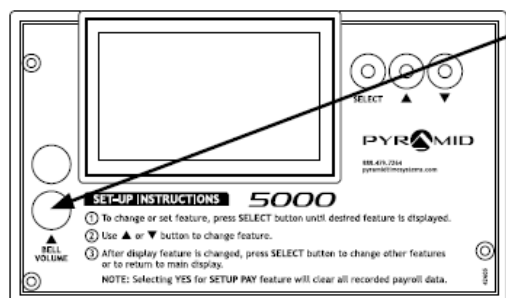
MONTHLY, EVERY 2 WEEKS, SEMI-MONTHLY:

Up to a maximum 64 punches per period, typically (but not necessarily), one in/one out punch per line over 32 lines.

- **PUNCH IN** 9 8:00A Prints Date, Punch In Time
- **PUNCH OUT** 9 8:00a 12:00p 4:00 4:00 Prints Punch Out Time, Elapsed Time since last IN Punch (HRS:MIN), & Running Total (HRS:MINS) to the right of existing Punch In Time

SET EVENT USING BUZZER/BELLS

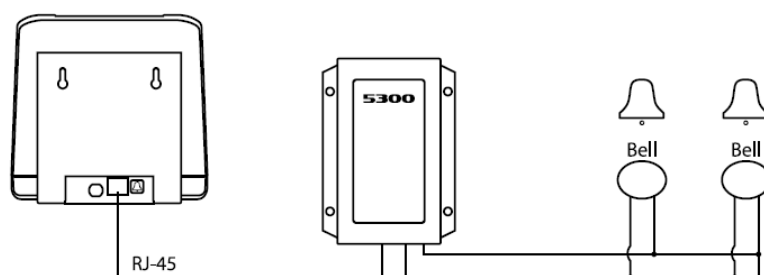
The time clock has an internal buzzer & bell ringer interface option to alert workers (or students) of start times, breaks, lunch and dismissal times. The internal buzzer will also sound when the time clock sends a BCD signal to ring a bell.



1. Locate volume dial inside front cover to left of display.
2. Turn dial clockwise to increase volume & counterclockwise to decrease. NOTE: Buzzer is intended for use in quiet settings.
3. Sound the buzzer by scheduling an event (See Event Menu on page 11).

CONNECTING EXTERNAL BELLS

Add up to 15 bells and/or horns & schedule up to 50 events using Pyramid Time System's TimeTrax™ Model 5300 Bell Ringer (sold separately).



1. Locate RJ-45 jack at back (4000Pro/5000+) or side (5000+HD) of time clock & connect cable.
2. Connect other end of cable to TimeTrax™ 5300 Bell Ringer.
3. Connect 5300 transformer to receptacle labeled POWER.
4. Wire bells and/or horns in parallel to labeled terminals on the 5300. See TimeTrax™ 5300 Instructions for detailed installation instructions.
5. Sound bell or horn by scheduling an event (see page 11).

SET EVENT

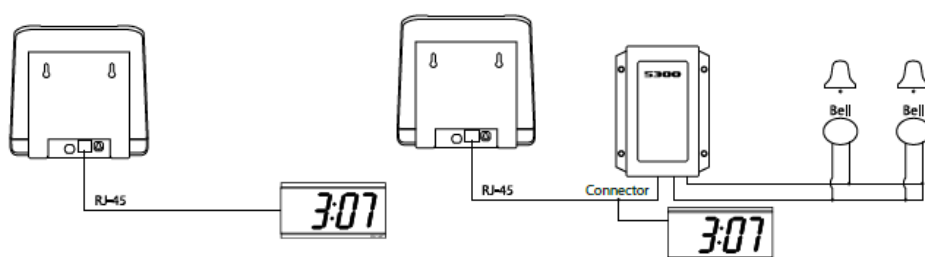
MENU : SET EVENT

SCHEDULE AN EVENT (e.g. Ring Internal Buzzer/External Bells)

FEATURE (SELECT)	DISPLAY	DEFAULT SETTING	OPTIONS (SCROLL ▲▼)
Set Event Schedule	SET EVENT #	NO	Scroll ▲(UP) or ▼(DOWN) to schedule event
Assign the Event a Number (1-50)	SET EVENT #		SET EVENT (e.g. 1, 2, 3 ... 50)
Set the Event's Duration	EVENT #	OFF	OFF, .5 SEC, 1-15 SEC (determines length of time buzzer/bell sounds)
Set the Event's Hour	EVENT # HR =	12 HR: 12AM 24 HR: 00	EVENT HOUR +/- One Hour 12 HR: 12AM-11PM 24 HR: 00-23
Set the Event's Minute	EVENT # MIN =	00	EVENT MINUTE +/- One Minute (e.g. 00, 17, 59)
Set the Event's Day	EVENT # DAY =	ALL	One day event: SUN, MON, TUE, WED, THU, FRI, SAT All week event, SUN-SAT: ALL Monday thru Friday Event: M-F

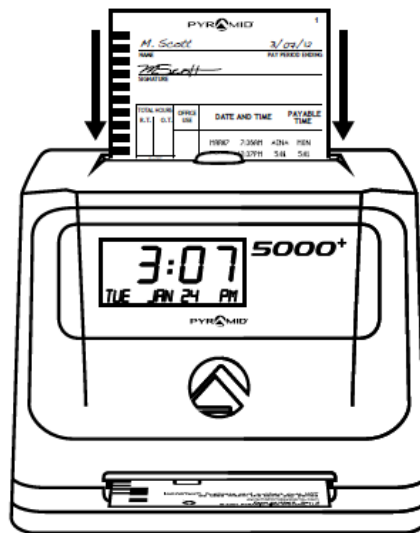
CONNECTING BELL AND/OR EXTERNAL CLOCKS

The time clock is able to send time signal to TimeTrax™ Sync 5200N Analog Clock or DIG4B Digital Clock. TimeTrax™ Sync wall clocks can be used alone, or in conjunction with TimeTrax™ Sync 5300 Bell Ringer.



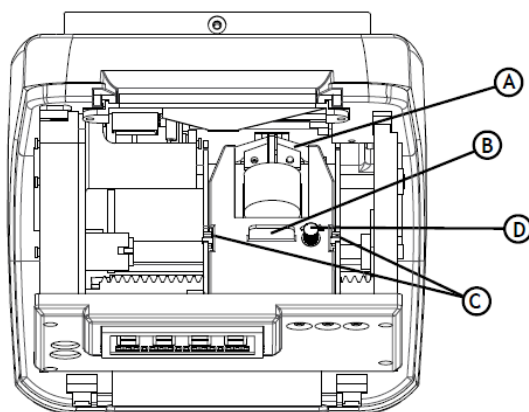
1. Locate RJ-45 jack at back (4000Pro/5000+) or side (5000+HD) of time clock & connect cable (sold separately).
2. Connect other end of cable to Pyramid 5200N Analog Clock(s) and/or Digital Clocks (DIG4B, 41357G) (diagram A). If using TTSync 5300 Bell Ringer and Clocks, connect RJ-45 cable to T-Connector (part #41270 sold separately) and connect to bell transformer and clock (diagram B). Follow Bell Ringer steps 3-5 on previous page.
3. Plug wall clock into AC wall outlet.

USING TIME CLOCK



1. To Punch IN or OUT, gently feed time card (#44100-10) into time card slot located at the top of the time clock.
2. Quickly release the card, as it will automatically be pulled through the clock.
3. Do not force or jam the time card.

REPLACING RIBBON CARTRIDGE



A - Ribbon C - Retaining Pins
 B - Tab D - Manual Advance Knob

For optimum performance, the ribbon cartridge should be replaced every 6 months.

1. To remove old ribbon, lift ribbon cartridge straight up using the tab **B** located on top of cartridge.
2. Remove new ribbon cartridge from the packaging & turn the manual ribbon advance knob **D** clockwise to

straighten ribbon.

3. Holding tab, install ribbon cartridge into print carriage, making certain retaining pins **C** are aligned to rear of carriage clips & ribbon **A** is between print head & metal print mask (see diagram).
4. Gently push down the cartridge until it snaps into the carriage while turning the manual ribbon advance knob clockwise.
5. Turn manual ribbon advance knob clockwise a few rotations to ensure ribbon is positioned correctly in front of print head.
6. Replace the cover & lock unit.
7. Feed a time card through unit to test print quality.

If time clock prints incomplete characters, the ribbon is not fully installed over print head. If time clock prints lines that become increasingly light, the cartridge is not fully snapped into the holder. Reinstall ribbon cartridge, following steps 1-7 until a complete & consistent time card prints. For assistance, please contact customer support at 888.479.7264 ext 1.

TROUBLESHOOTING

TRY AGAIN MESSAGE

In the event the time clock displays “ **TRY AGAIN**”, re-feed the time card. If “**TRY AGAIN** ” persists, please check list for possible causes:

4000Pro/5000+/5000+HD : TRY AGAIN MESSAGE

- **POSSIBLE CAUSES: Action**
- **Time card inserted too hard into time clock** Re-Feed Card
- **Time card held too long** Re-Feed Card
- **Time card inserted into time clock on an angle** Re-Feed Card
- **Time card is wet or swollen** Use the new Time Card
- **Bar code read error** Use only Pyramid Time Cards Ensure time card bar code isn't covered or damaged

IMPAIRED PRINTING

In the event the time clock printing is impaired, please checklist for possible causes:

4000Pro/5000+/5000+HD : IMPAIRED PRINTING

SYMPTOM	PROBABLE CAUSE	ACTION
Time card feeds with no printing	Ribbon not installed properly Time card bar code covered or damaged	Check that ribbon cartridge is properly installed Use new time card
Overlapping punches or large space between punches	SETUP PAY options changed without issuing new time cards or you said YES to SETUP PAY & ARE YOU SURE? without issuing new card Duplicate card numbers used in same pay period Pay period may be set up incorrectly Total hours between In & Out Punch exceeds MAXHRS/Punch setting	Adjust totaled hours manually at end of pay period Perform MASTER RESET Check pay period setup

EXCEEDED EMPLOYEE LIMIT

In the event the time clock displays "50 EMP LIMIT", you have reached the maximum number of employees for this model (4000Pro). If you need to add more employees, please upgrade to a 5000 Series Time Clock by either visiting pyramidthimesystems.com or calling customer service at 888.479.7264.

MASTER RESET

Erases time clock's memory & restores default factory settings:

1. Unplug time clock, Press & hold ▲ (UP) button while plugging unit back in.
2. Release ▲ (UP) button when PTR4000 or PTR5000 VER displays.
3. TIME NOT SET flashes on the screen. Re-program time clock. Distribute new time cards.

CLEANING THE CLOCK

- Maintain Peak Performance
- Prolong Life of Time Clock

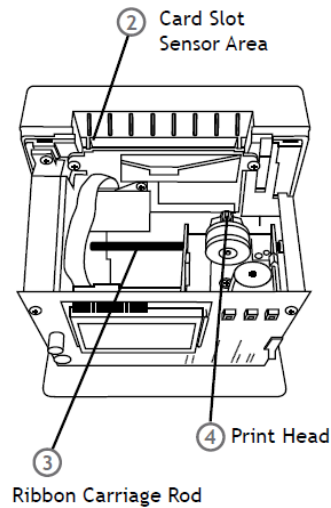
WHEN TO CLEAN

- Every 6 months (Office Environment)
- As required (HD Environment-workplace with high dust/dirt/debris)
- Incomplete or Light Printing

WHAT TO CLEAN WITH

- Can of Compressed Air
- Rubbing Alcohol
- Foam Applicator
- Non-penetrating Oil (such as 3-in-1 oil)
- Clean, Dry Cloth

HOW TO CLEAN



1. Unlock & remove the time clock cover.
2. Use canned air to blow out debris from time card slot, paying close attention to the sensor area on left-hand side of card slot.
3. Using a cloth, wipe down the ribbon carriage rod then disperse a few drops of oil on rod.
4. Remove the ribbon cartridge from the time clock & use foam applicator dampened with rubbing alcohol to clean the exposed print head.
5. With the ribbon removed, run a time card through the clock 10-15 times. This procedure will remove any ink buildup from the print head. If there is no ink on the time card, add a little more alcohol.
6. The print should start to darken, & then lighten up as you continue to run the card through the clock.
7. Reinstall ribbon, replace & lock time clock cover.

FAQS:

- **When do I need new Time Cards?**

First day of each new pay period, after making any changes in the SETUP PAY feature, or after Master Reset.

- **Do I have to use consecutive numbered time cards during a pay period?**

No. Issuing cards in sequential order avoids duplicating numbers during a pay period.

- **Does the time clock calculate overtime?**

The time clock provides a running total of all hours worked. Overtime policies vary from company to company and must be calculated manually.

- **Does the time clock have an automatic lunch deduction feature?**

The time clock provides a running total of hours between punches & therefore any payroll deductions must be calculated manually at end of pay period.

- **What does ATAAP mean?**

ATAAP is the acronym used by the U.S. government that describes how time is accounted for using hundredths of hour (i.e. one and a quarter hours equals 1.25 hours).

ACCESSORIES

4000Pro/5000+/5000+HD : Accessories

- **ITEM # DESCRIPTION**

- **5000R** Replacement Ink Ribbon Cartridge
- **44100-10** Time Cards (100pk)
- **44100-10F** English/French Time Cards (100pk)
- **44100-10M** Time Cards (1000pk)
- **400-3 25** Capacity Adjustable Time Card Rack
- **300-1** Heavy-Duty Metal Time Card Rack
- **400-X 25** Capacity Expanding Time Card Rack
- **5300** TimeTrax™ Sync Bell Ringer
- **41361** TimeTrax™ Sync 6in 24 Volt Bell
- **41392** TimeTrax™ Sync 8in 24 Volt Bell
- **5200N** TimeTrax™ Sync Analog Clock
- **DIG4B** TimeTrax™ Sync Digital Clock
- **41269 RJ-45** Cable
- **41270** T-Connector

To order accessories visit pyramidthimesystems.com, call 888.479.7264, or visit an authorized Pyramid dealer.

SPECIFICATIONS

4000Pro/5000+/5000+HD : SPECIFICATIONS

OPERATING CONDITIONS	
Temperature	0°C - 50°C, 32°F - 122°F
Humidity	10-95% RH, non condensing
POWER FAILURE	
Battery Back-Up	30 Days, Data & Time
Battery Life	10 Years
CALENDAR	Automatic Leap Year & Daylight Savings Time
CLOCK ACCURACY	Less than 30 seconds/year
MEMORY CAPACITY	5000+ Series - 100 Employees
	4000Pro - 50 Employees
BCD SIGNAL/TIME UPDATE	Up to 6 clocks (5200H, DIG4B & 41357G)
POWER	100-240 V AC, 50/60 Hz
CERTIFICATIONS	UL & CUL
WEIGHT	
4000Pro /5000	3.5lbs (1.6kg)
5000HD	7.4lbs (3.35kg)
DIMENSIONS	
4000Pro /5000	7inW x 7.25inH x 6.5inD (17.8 cm x 18.4 cm x 16.5 cm)
5000HD	8.75inW x 7.25inH x 7.5inD (22.2 cm x 18.4 cm x 17.4 cm)
MOUNTING	Desktop or Wall

LIMITED HARDWARE WARRANTY

- Pyramid Time System warrants its equipment to the original user against defective material or workmanship for a period of 1 year from the date of purchase. Proof of purchase & purchase date are required for warranty service on this product. Please remember to register your product at pyramidthimesystems.com/ProductRegistration/.

- Pyramid Time Systems' responsibility under this warranty is limited to the replacement of defective part(s). Replacement is the sole discretion of Pyramid Time Systems.
- For Return Shipments to Pyramid Time Systems, the product must be shipped in its original carton or equivalent. The return freight method and cost for warranted product is the sole responsibility of the customer. Pyramid Time Systems will not assume any responsibility for loss or damage incurred in shipping.
- Pyramid Time Systems reserves the right to determine whether parts failed because of defective material, workmanship or other causes.
- Failure caused by accident, alteration, misuse, or improper packaging of the returned unit is not covered by this warranty.
- Any repair done by the customer without the consent of Pyramid Time Systems will automatically void the warranty.
- Users in countries other than Canada and the USA should contact the Dealer from whom the unit was purchased.
- The rights under this warranty are limited to the original user and may not be transferred to subsequent users.

MONEY BACK GUARANTEE

Pyramid Time Systems offers a 30-day money-back guarantee. If an RMA is issued for an unwanted product before 30 days, Pyramid Time Systems will refund the entire purchase price less shipping if purchased from Pyramid Time Systems. Pyramid Time Systems will assess a 15% restocking fee on any returns received between 31 and 60 days from the date of purchase. No returns will be accepted after 60 days. Pyramid Time Systems will not issue a call tag for pickup of products. Customers are responsible for shipping the product back including the cost of shipping. Pyramid Time Systems will assume the cost of ground shipping for the replacement product to the customer. Pyramid Time Systems will also assess a 15% fee if any item(s) are missing in an open box return. Shipping back to Pyramid Time Systems from a Pyramid Time Systems Partner is the responsibility of the Pyramid Time Systems Partner. No call tags will be issued. Items returned to Pyramid Time Systems without an RMA will not be credited. No returns will be accepted for opened TimeTrax™ PC products.

EXTENDED WARRANTY PLANS

Protect your investment with a Pyramid TimeKeeper Support Plan. Please contact Pyramid Time Systems or visit pyramidtimesystems.com for more information.

CONTACT US: For more information, visit pyramidtimesystems.com or call our technical support team at 888.479.7264 ext 1 during regular business hours: 8:00 am-5:00 pm EST, M-F. pyramidtimesystems.com

FREQUENTLY ASKED QUESTIONS

What is the Pyramid 5000 Auto Totaling Time Clock?

The Pyramid 5000 Auto Totaling Time Clock is a time and attendance tracking system designed to accurately record employee work hours, including overtime calculations and timecard management.

How does the Time Clock work?

The Pyramid 5000 Time Clock allows employees to clock in and out using time cards or proximity badges. It automatically calculates total work hours, including regular and overtime, for accurate payroll processing.

Is the Time Clock suitable for small businesses?

Yes, the Pyramid 5000 is suitable for small businesses as well as larger organizations, providing accurate time tracking and reducing payroll errors.

Can the Time Clock handle multiple pay periods?

Yes, the Pyramid 5000 is versatile and can be configured to handle various pay periods, including weekly, bi-weekly, semi-monthly, and monthly.

Is the Time Clock compatible with different timecard formats?

The Pyramid 5000 supports multiple timecard formats, including weekly, bi-weekly, and semi-monthly timecards, providing flexibility in time tracking.

What is the maximum number of employees the Time Clock can handle?

The Pyramid 5000 can typically handle a large number of employees, with models available for different employee capacities.

Can the Time Clock track employee overtime hours?

Yes, the Pyramid 5000 can accurately track and calculate employee overtime hours, making it suitable for businesses with varying work hour requirements.

Does the Time Clock have Wi-Fi or network connectivity?

Some models of the Pyramid 5000 come with Wi-Fi or network connectivity options for easy data transfer and remote management.

Is the Time Clock easy to set up and use?

Yes, the Pyramid 5000 is designed for user-friendliness, with straightforward setup and operation, including an easy-to-read display.

Is technical support available for the Time Clock?

Pyramid and its authorized dealers typically provide technical support, setup assistance, and troubleshooting help for the Time Clock.

What is the warranty for the Pyramid 5000 Auto Totaling Time Clock?

The warranty typically range from 1 year to 2 years.

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